



Aboriginal Family Support Services

Job and Person Specifications

Position Details	
Position	Case Worker
Program	Stronger Families, Together With Family
Classification	Social, Community, Home Care and Disability Services Industry Award 2010 Level 4
Hours	Full time
Hours per week	38 hours per week
Duration	Ongoing
Fixed term / maximum term end date	Not applicable.
Location	Port Pirie
Reporting Relationships	The Case Worker reports to the Case Manager, who in turn reports to the Senior Manager, Therapeutic Services. The program works closely with the Department of Human Services and Department for Child Protection (DCP).
Effective date	ASAP
Funding Sources	Department for Child Protection
Mandated Notifier	Aboriginal Family Support Services provides residential care services for children, and the incumbent, like all employees, is a Mandated Notifier as prescribed by the Children and Young People (Safety) Act 2017 (SA).
Approved By	Senior Manager, Therapeutic Services



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Program Overview

Aboriginal Family Support Services Stronger Families Program is committed to either keeping children safely at home with their families or, if they have been removed, to have them returned to their family's safe care. We are committed to empower families to cope with the challenges they are facing. We seek to preserve and strengthen family relationships to ensure children and young people live in safe, secure and stable homes.

There are 3 services within Stronger Families – Together with Family Service, Intensive Family Service and Reunification Service.

Position Objectives

Stronger Families Case Worker, under the direction of the Case Manager, will engage with families to provide support to allow families to build skills and capacity to allow them to keep children safely in their care and remain out of the child protection. This position works alongside families to create plans, build skills and resilience and connect with community and services to build a strong network of supports.

In cases where children have been removed and brought into the Child Protection system, the Case Worker will support families to identify and address challenges they are facing that brought them into the Child Protection system and build their capacity. The Case Workers address barriers that are preventing them from providing adequate care for their children.

The level of intensity of support will depend on which program the family is working with.

In the case of Reunification the Case Worker will work alongside DCP as a key part of the care team and support families at Reunification court as required.

Across these 3 services we support families with a range of complex issues such as Loss and Grief, transgenerational trauma, Alcohol and other Drug concerns, Family and Domestic Violence issues, Housing stability, Physical and Mental Health issues, Parenting concerns, school attendance and other factors, which may result in Child Protection involvement.

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Key Result Areas	The Key Result Areas outline the expectations of the employee. They align with the requirements of the Stronger Families Funding Agreement the Department of Human Services, Department of Child Protection, with AFSS Strategic and Operational Plans and AFSS Policies and Procedures. The employee will be required to participate in regular supervision against each of the Key Result Areas as detailed below. This is not an exhaustive list and there may be changes or additional tasks required in response to changing program needs. Employees are required for follow all reasonable directions from their manager.
Key Result Area One Cultural awareness and Safety	<ul style="list-style-type: none">• Relate positively and respectfully to Aboriginal people and communities, be open to listen and learn, show humility and be non-judgemental and sensitive to individual and community needs.• Provide Culturally Responsive service and interventions to Aboriginal children and families.• Advocate for the consistent consideration, and application of the Aboriginal and Torres Strait Islander Child Placement Principle.



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<p><u>Key Result Area Two</u></p> <p>Understanding and Application of Theory</p>	<ul style="list-style-type: none"> • Assist families to identify, acknowledge and address child protection concerns using a strengths and risks-based, family-centred and culturally-responsive practice approach. • Achieve outcomes with families that results in sustained change. • Understand and implement a range of applicable theories in guiding the engagement process, assessment, goal setting, interventions and review of progress in working with individual clients, families and communities. • Integrate new theory/models into practice in line with best practice.
<p><u>Key Result Area Three</u></p> <p>Relationships Skills</p>	<ul style="list-style-type: none"> • Engage with families by being empathic and building rapport; to assist the family to be motivated to change; and to build and maintain a therapeutic relationship during the course of intervention. • Build, negotiate and maintain relationships in a collaborative, cooperative and client-centred manner; to negotiate and manage conflict; and to work with and become part of an extended team. • Demonstrate accountability to all stakeholders by being honest and transparent and applying skills of reflection, analysis, clear communication, having a clear sense of purpose, paying attention to detail, and acting in a timely manner. • Working with families in their homes, other community settings and supporting clients to access a range of services is required by this role. Work outside of standard hours may be required to meet the needs of families.
<p><u>Key Result Area Four</u></p> <p>Administration and Transparency</p>	<p>Actively manage the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> • Submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the funding bodies on H2H and other alliance SharePoint systems. • Ensuring that all clients contact, and engagement is appropriately documented and recorded on AFSS data collection systems – CRM (and other data systems as required) • Adhere to the Government of South Australia’s Information Sharing Guidelines, which are designed to give providers of services to children, young people and adults, confidence in sharing information to prevent harm or respond to current threats to safety and wellbeing. • Making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work-related commitments • Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.
<p><u>Key Result Area Five</u></p>	<p>Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> • Actively demonstrating a commitment to Service Excellence across AFSS



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<p>Service Excellence and Continuous Improvement</p>	<ul style="list-style-type: none"> • Demonstrated ability to function autonomously when required as well as a strong focus on teamwork • Abiding by AFSS policies and procedures, and Strategic and Operational Plans • Participating in continual improvement processes across all levels of AFSS • Act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services. EEO/Diversity – All AFSS employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the AFSS and broader community. • Probity – All AFSS employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. AFSS employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other AFSS employees. • Customer Service – All AFSS employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties. • Continuous Improvement – All employees at AFSS are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.
<p>Person Specifications</p>	
<p>Physical Requirements</p>	<ul style="list-style-type: none"> • This position requires the ability to operate standard equipment and keyboards. • While performing the duties of this job, the employee may be regularly required to sit, stand, walk, talk, see, and hear. • Performing administrative duties that require use of a phone, computer, monitor, keyboard, and mouse. • Standing or sitting for periods as required. • Speaking clearly so listeners can understand. • Undertaking light manual tasks that may involve forward or backward bending/twisting at the waist, pushing, pulling, lifting light objects, including shopping bags etc. • Driving an AFSS vehicle, in accordance with WHS requirements below.
<p>Psychological Requirements</p>	<ul style="list-style-type: none"> • Self-management – Ability to plan, Prioritise and organise your workload in a way that contributes to successful outcomes. • Able to remain calm whilst managing multiple tasks effectively. • Ability to adapt and respond appropriately in changing situations or when under pressure. • Be able to work under tight deadlines. • The employee must maintain emotional control under stress. • Ability to appropriately communicate with staff at all levels.



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	<ul style="list-style-type: none"> • Ability to display a positive and helpful attitude. • Ability to take initiative, work independently and work with minimal supervision. • While performing the duties and responsibilities, needs to execute a set of manners, behavioral disposition, and etiquette. • Able to focus and be productive. • Excellent problem-solving skills and attention to detail. • Effective time management • Leadership requires wide range of Psychological Skills Including Strategic Thinking, Problem Solving, Communication and emotional Intelligence. • Problem-solving skills - Identify the problem and generate possible solutions.
<p>Qualifications</p>	<p>Relevant qualifications in Human Services (such as Social Work or Social Science). Significant experience in a similar role will be considered.</p> <p>Minimum qualifications as required by DCP service agreement, or willingness to complete within first 12 months.</p> <p>Training in specific therapeutic approaches such as Solution Focused Therapy, Family Therapy or Narrative Therapy will be highly regarded.</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Experience in working with Aboriginal families, particularly in a family support or therapeutic context • Experience working with families who have experienced or are experiencing acute or chronic disadvantage and/or trauma and loss • Experience working as a practitioner in Human Service Programmes such as those provided by AFSS • Experience in working with families experiencing a range of difficulties • Experience working with families involved in the Child Protection System
<p>Skills</p>	<ul style="list-style-type: none"> • Demonstrated high-level organisational skills, communication skills, writing skills and an ability to positively interact with AFSS staff, clients, sector representatives and community. • Computer literacy with the Microsoft Office suite of products.
<p>WHS</p>	<p>AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.</p> <ul style="list-style-type: none"> • Ensure understanding of and compliance with all current organization policies, procedures and work practices relevant to Occupational Health Safety and Welfare in the workplace • Take personal responsibility for adopting safe work practices in all activities undertaken including ensuring no activities undertaken will adversely affect the health safety and welfare of other persons • Obey all reasonable instructions in relation to health and safety at work • Participate in the development of site and agency based policies and procedures where required



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	<ul style="list-style-type: none"> All AFSS employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at AFSS as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.
Knowledge	<ul style="list-style-type: none"> A sound understanding of the issues facing Aboriginal families which have impacted on individual, family and community wellbeing and which led them to be involved with the child protection system. Understanding the primary importance of the spiritual and cultural connection Aboriginal people have with their country, family and community and the importance of Cultural Safety. A significant knowledge base in the areas relevant to child protection, including the impact of abuse and neglect; attachment and bonding; healing trauma, grief and loss; child and adolescent development; parenting and life skills development; and behaviour management strategies. Knowledge of the Child and Young Person (safety) Act 2017, the role of DCP and of the Aboriginal and Torres Strait Islander Child Placement Principle. Demonstrated understanding of Discrimination and Equal Opportunity issues as they relate to service delivery for Aboriginal people.
Travel	Intrastate and interstate travel involving overnight absences may be required in some roles. Include the requirement to fly on smaller planes and drive extensively in the metro and regional areas.
Licences / Screening	<p>This position requires the incumbent to hold and maintain:</p> <ul style="list-style-type: none"> Valid and full South Australian Driver's Licence Safe Environments for Children and Young People Certificate Working with Children Check NDIS Worker Screening Check clearance National Police Check Infant safety Training Certificate Fire Safety Training Certificate.
General	The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Acceptance of Job and Person Specifications

Employee

Name:	
Signature:	
Date:	



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