

POSITION DESCRIPTION

Caseworker – Aboriginal and Torres Strait Islander - Connected Families

SERVICE STREAM	Family Services
LOCATION	Greater Ipswich
CLASSIFICATION	Level 5 - Mercy Family Services Enterprise Agreement.
REPORTING RELATIONSHIP/S	Program Manager

OUR PURPOSE AND VALUES
<p>Mercy Community Services supports and inspires people in need to live healthy, connected lives within inclusive communities. Our vision is a world where people, families and communities are strong in spirit, healthy and connected.</p> <p>As an organisation, we value the human dignity of every person and are committed to enhancing the quality of life and wellbeing of those who access our services. Our culture reflects the ethos of the Sisters of Mercy and promotes service, mercy, humility, diversity, transparency, open accountability, collaboration and cooperation, flexibility and adaptability, fearlessness and growth.</p> <p>All our work is driven by our core values of: mercy, acceptance, excellence, dignity, empowerment and integrity.</p> <p>Mercy Community Services provides services in the areas of child protection, multicultural community support, individual and family support, community and residential based aged care, and disability support.</p>

POSITION PURPOSE
<p>This role is responsible for quality service delivery to children, young people, families and the community within the Connected Families Service. This position will provide coordination for every phase of casework for families, particularly Aboriginal and Torres Strait Islander Families, from the point of referral to exit with a view to supporting highly vulnerable families to become stronger, capable and more resilient and improving overall wellbeing.</p>

KEY PERFORMANCE REQUIREMENTS	
1. Mission, Vision & Values	<ul style="list-style-type: none"> • Execute the duties and functions of the role within the mission and values of Mercy Community Services. • Participate in mission formation programs and activities as required. • The model of care is consistent with the MCS mission and values, is articulated to staff and other stakeholders and reviewed regularly. • Practice the Sanctuary® Model, in line with MCS values.
2. Service Delivery	<ul style="list-style-type: none"> • Using the applicable Model of Practice, service guidelines/frameworks, assist clients in achieving their goals as identified in relevant planning documentation developed in line with organisational procedures. • Work collaboratively with your line manager to identify client needs and deliver appropriate services within available resources, continually assessing effectiveness and responding to changing needs and dynamics. • Build and maintain trusting and meaningful working relationships with clients and relevant stakeholders. • Support and provide opportunities for life and personal skill development for clients by role modelling expected behaviours. • Facilitate and encourage culturally responsive services within the Connected Families program. • Work collaboratively with the Family Support Worker in relation to each family's individual circumstances. • Engage family members in a respectful manner that promotes dignity and encourages self-determination at all stages of family engagement, including

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	<p>the assertive outreach.</p> <ul style="list-style-type: none"> • Provide the lead practice role for the development and coordination of the single case plan based on the needs and strengths of the family, engaging with the family and other key agencies. • Apply the Qld Child Protection Guide, Practice Framework & Common Assessment Tools to make family-related assessments, and develop strategies that guide the implementation of the single case plan with the family. • Deliver group work educational and support activities and programs for parents and children with the assistance of Family Support Workers and/or MCS Interns. (Greater Ipswich only) • Implement practical in-home support to families to develop parenting knowledge and skills, and to improve family relationships, functioning and wellbeing. • Maintain an up to date knowledge of community resources and work collaboratively with other service providers to ensure the needs of vulnerable families are met. • Consult with the relevant Case Workers and Family Support Workers in relation to all relevant cases. • Prioritise and manage tasks to ensure all client and program needs are met. • Contribute to a positive and effective team culture that is responsive to cultural diversity and equity. • Maintain confidentiality and provide effective service to both internal and external stakeholders from culturally diverse backgrounds. • Communicate effectively, both verbally and in writing, with a wide range of stakeholders in a professional and timely manner to promote positive working relationships. • Work as an effective team member in accordance with Mercy Community Services mission, purpose and values.
<p>3. Documentation, Quality Systems & Continuous Improvement</p>	<ul style="list-style-type: none"> • Comply with all Mercy Community Services policy and procedures. • Perform duties in accordance with organisational requirements. • Produce legible and legally defensible case notes, incident reports (client and staff) and/or other documentation as required by organisational procedures and legislation. • Assist with the release of personal, private or confidential information in line with the MCS Privacy Policy, privacy legislation and the Child Protection Act. • Ensure documentation is created, stored and archived in line with MCS, licencing and quality assurance requirements. • Develop or assist in the development of systems to maintain data and statistics to inform service delivery and contribute to accountability for outcomes achieved. • Obtain and maintain receipts for purchases made and process these in accordance with MCS policy and procedure. • Identify improvements to policy, procedures, work instructions, other organisational systems and the work environment. • Participate in the consultation and/or the development, implementation and review of relevant MCS policy, procedures, work instructions and other documentation, as required.

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	<ul style="list-style-type: none"> • Assist with the monitoring of compliance with policy, procedures, work instructions, other organisational and legislative requirements. • Work collaboratively with relevant stakeholders to prepare, undertake and maintain external licensing/accreditation requirements.
4. Work Health & Safety	<ul style="list-style-type: none"> • While at work, you must; <ul style="list-style-type: none"> ○ Take reasonable care for your own health and safety; and ○ Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and ○ Comply, so far as you are reasonably able, with any reasonable instruction that is given to you, by the PCBU (person conducting the business or undertaking) to allow the you to comply with this WHS Act; and ○ Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to you; and • Whilst conducting work activities you must; <ul style="list-style-type: none"> ○ Use or wear any equipment that is provided to you, in accordance with any information, training or reasonable instruction; and ○ Not intentionally misuse or damage equipment or PPE or remove any thing that is provided for safety such as guarding on equipment; and ○ Attend safety meetings and inductions or training and participate in the safety program, ○ Report hazards and notify the appropriate person of any incidents and injuries as soon as you are reasonably able.
5. Other Duties	<ul style="list-style-type: none"> • Participate in staff development and team meetings. • Engage in reflective practice and participate meaningfully in regular supervision sessions within MCS guidelines. • Other duties as directed.

POSITION REQUIREMENTS
Required to have
<ul style="list-style-type: none"> • Tertiary qualifications in Social Work, Social Science, Psychology or related discipline. • To perform this role, it is essential that the person who holds the position be an Aboriginal person or Torres Strait Islander person and is therefore a genuine occupational requirement under section 25, 104 and 105 of the Anti-Discrimination Act 1991 (Qld). • Demonstrated experience within a similar role. • Sound knowledge and understanding of the Queensland Child Protection system. • Demonstrated intermediate ability to use computer IT systems including MS Word and Excel. • Queensland Provisional Green or above Driver's Licence. • Ability to obtain positive notice in the legislatively required personal history check in line with service stream compliance requirements. • Evidence of current vaccination against whooping cough or willingness to obtain prior to commencement, unless applicable exemption provided as per the relevant MCS procedure.
Beneficial to have
<ul style="list-style-type: none"> • Previous experience in strengths-based casework with complex families. • Experience in risk assessment processes. • Adult education/training skills. • Child health & development expertise including a broad knowledge of a range of safe parenting practices.

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KEY SELECTION CRITERIA	
1.	Possess a clear, expressed understanding of the complex challenges facing families in contemporary society.
2.	Provide a well-developed professional framework (values, beliefs, knowledge, skills, systems etc.) for working with vulnerable families to facilitate resilience and social connectedness.
3.	Demonstrated ability to plan, use communication effectively across a variety of contexts to bring about change and to share information meaningfully; including strategies for negotiating strong differences of opinion within the workgroup and stakeholder relations.
4.	Demonstrated ability to communicate and connect sensitively with Aboriginal and Torres Strait Islander people, ensuring cultural safety and culturally appropriate support.
5.	Demonstrated ability to self-motivate and exercise creativity and initiative in your work, as well as engage in reflective practice within a structured supervision model.
6.	Willing and able to work within a Christian context and Mercy Community Services' mission, purpose and values.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed: _____
 Name (*please print*): _____
 Date: _____

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