

	<b>Position Title:</b> Senior Case Manager - Therapeutic Foster Care	<b>Team:</b> Home Based Care	<b>Region:</b> Hume <b>Office:</b> Shepparton
	<b>Supervisor:</b> Team Leader, Foster Care	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> B <b>Salary:</b> SCHCADS 6.1 <b>FPU Vehicle incl.</b>

<b>OUR VISION AND PURPOSE</b>	<b>ROLE CONTEXT</b>
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></p>	<p>Berry Street (Hume) provides Foster Care services in the Hume Region (West Hume sub-regional area inclusive of Goulburn Valley and Lower Hume Catchments) of Victoria. The program provides Kinship Care, General, Complex and Therapeutic Care for children and young people who are unable to live with their own families. Most children and young people are placed in out of home care following child protection intervention. A small number are in care on a voluntary basis. Voluntary and statutory placements can be of a short- or long-term nature.</p> <p>Berry Street, in partnership with Take Two have a Therapeutic Foster Care model as an alternative approach to the existing model of care which can better meet the needs of children requiring foster care.</p>
<b>OUR VALUES</b>	<b>PRIMARY OBJECTIVES OF THE ROLE</b>
<p><b>We expect all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a 'fair go'</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The Therapeutic Foster Care Senior Manager is responsible for providing case management or case support (as appropriate) to children and young people placed in the Therapeutic Foster Care program.</p> <p>This position is also responsible for the recruitment, assessment, training and retention of accredited therapeutic caregivers.</p>
<b>REPORTING RELATIONSHIPS</b>	
	<p>This role is based at our Shepparton office in the Hume Region. It is part of the broader Child &amp; Family Services Program which also includes our Kinship Care Program.</p> <p>This role reports to the Team Leader, Foster Care who will provide supervision and review. This role has no direct reports and works in conjunction with team of Foster Care Case Managers.</p>

## EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

## KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Well-developed knowledge of the welfare system – preferably the home-based care area, community development principles, adult education principles and methods.
- Highly developed case management skills.
- Knowledge of the key theoretical frameworks which underpin Berry Streets approach to out of home care.
- Well-developed assessment skills congruent with the theories of attachment and trauma.
- Well-developed knowledge of the stages of child development, as well as a sophisticated understanding of life stages.
- Demonstrated ability to lead effective Care Team meetings.
- Understanding of issues related to working with volunteers.
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including highly developed analytical and report writing skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

## QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Social Work or Psychology degree or a related discipline.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

## DESIRABLE

- Experience working in a Foster Care Program is desirable.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Program Development</b>	<ul style="list-style-type: none"> <li>• Participate in Berry Street meetings as appropriate.</li> <li>• Ensure that all administrative procedures are adhered to within the program.</li> <li>• Ensure that statistical data is collected, forwarded to relevant parties in accordance with timelines.</li> <li>• Provide monthly and other reports to the Manager as required.</li> <li>• Work collaboratively and in partnership with the other key stakeholders involved in the Therapeutic Foster Care program.</li> <li>• Assist in the Development of program guidelines including selection and assessment criteria for caregivers as well as continued evaluation and refining of the program's model and case work procedures</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Lead effective Care Teams for all children placed in the TFC program, utilising the Looking After Children domains as the primary tool for assessment and planning.</li> <li>• To establish and maintain therapeutic foster care placements in accordance with program guidelines, including statutory case management responsibilities as required.</li> <li>• Support carers to form appropriate, therapeutically informed relationships with children in their care.</li> <li>• Provide support and supervision to therapeutic foster carers.</li> <li>• Deliver the therapeutic foster carer training package in collaboration with Take 2</li> <li>• Identify and review therapeutic carers education and training needs.</li> <li>• Conduct assessments on accredited fosters carers to determine suitability to become therapeutic carers utilising the Therapeutic Foster care assessment template.</li> <li>• Conduct annual reviews on accredited therapeutic carers according to program guidelines.</li> <li>• To establish and maintain placements with the support and consultation from a Take Two therapeutic specialist when appropriate.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Participate in regular supervision.</li> <li>• Undertake organisational processes to ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</li> <li>• Ensure the application of policies and procedures specific to the Therapeutic foster care program</li> <li>• Maintain up to date client and care-giver files in accordance with Berry Street's records management procedure and Berry Street policies</li> <li>• Use the appropriate tools, including electronic and web enabled and client, caregiver and case management information management systems to capture critical client information.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> <li>• Maintain and update documents and data bases</li> <li>• To maintain compliance requirements for registered foster carers in accordance with the Home-Based Care Program Requirements &amp; CYFA 2005.</li> <li>• Other duties as directed.</li> </ul>

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional