



# Position Description

## Family Preservation Case Worker

**Wesley Family Preservation**  
**August 2021**

### Agreement

\_\_\_\_\_  
Signed – Manager

\_\_\_\_\_  
Signed – Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





# Caseworker

## Wesley Family Preservation

### 1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials

Our position descriptions and performance plans are aligned with these four key result areas.

### 2. Overview of Wesley Family Preservation

Family Preservation is funded by the NSW Department of Communities and Justice and is delivered across the state by non-government agencies including Wesley Mission.

The Wesley Family Preservation team is responsible for providing a professional culturally appropriate, child centred, family focused, trauma informed and strengths-based program. Family Preservation’s tailored support services aim to build strong well-functioning families where children and young people aged 0-17years of age can live safe from abuse and neglect and have improved wellbeing outcomes.

The main objectives are

- More children and young people remain safely in the home
- More children and young people are healthy, thriving and have improved long term outcomes
- Vulnerable families can access the right supports at the right time
- The system can respond to a variety of complex needs across all areas of safety and wellbeing

### 3. Overview of role

The role of the Caseworker is to:



- Be a part of a team providing a professional and collaborative child centred and family focused early intervention service to children and families to prevent issues escalating further which might put them at risk of entering the child protection system,
- Uphold the practice principles of the Family Preservation Program,
- Be an active, cooperative member of a team to ensure best practice in targeted service provision, smooth transitions to integrated services in line with the Foundations for Change Framework,
- Contribute to a creative and positive workplace culture with a focus on providing service to children and families,
- Support Wesley Mission in providing a total service to the community,
- Utilise learnt skills in delivering Foundations for Change and adhere to any fidelity measures associated with these, such as recording of sessions,
- Develop a collaborative, creative and positive workplace culture with a focus on providing service to children and families.

## 4. Relationships

Reports to: Family Preservation Team Leader

Other key stakeholders: Other Wesley Family Preservation team members, and with Department of Community Services, Government and Non-Government agencies involved in the provision of services to Family Preservation families.

## 5. Major role responsibilities

### 5.1 Our clients

- Work within Family Preservation guidelines and practice principles:
  - Be child centred, family focused, trauma informed, culturally appropriate, and strengths based,
  - Be flexible and reflect that family's needs are not static,
  - Work as a collaborative practitioner, displaying compassion, curiosity, acceptance, genuineness, predictability, deliberateness, and autonomy-promoting,
  - Engage families in relevant service delivery components,
- Use a collaborative coaching approach in your role in building parental and family capacity,
- Create, monitor and build a collaborative working relationship with families, consisting of safety and trust, parental self-efficacy and greater autonomy and independence,
- Conduct 'Cold Call' visits with the view to engaging families in a discussion around their child or young persons' wellbeing and possible support services that may be available to them,
- Seek informed consent and agreement to participate with families and young people 14 years and over, and maintain client confidentiality,
- Work with parents to take action to mitigate the effects of chronic stress on self-regulation and help families to achieve stronger functioning by building their capacity to address and resolve their own life challenges,
- Draw on contemporary models of adult self-regulation to identify practice strategies that promote the development of parental problem solving and self-management,
- Draw on contemporary models of young persons self-regulations to identify practice strategies that promote young person well-being and development,



- Provide relevant supported referrals and information in an effective and timely manner,
- Support families to access program components including, SafeCare and other structured home visiting (SHV), brokerage for specialist services, parenting education, young person therapies and Early Childhood Education and Care Services,
- Become trained and certified in SafeCare and maintain on going certification,
- Deliver the SafeCare program to Family Preservation families,
- Conduct regular reviews with families, and other relevant parties, to celebrate success and review plans,
- Discuss and plan for exits with families, and exit families efficiently as risk is reduced within the time frame,
- Engage in and support families with multiple voice recording sessions, for practice review and fidelity,
- Use reflective practice and regularly engage in Group Supervision with your team,
- Document all client services and maintain accurate and up to date client files, following Wesley procedures and best practice, including statistical and/ or evaluative information in a timely manner as required,
- Maintain a caseload of 8 – 12 families, including conducting regular home visits with all families on the caseload,
- Work within the NSW Care and Protection Framework and follow Family Preservation procedures, actively screening for children at risk of harm and reporting appropriately,
- Work in collaboration with family's and other stakeholders to develop plans to address identified Risk of Harm and Risk of Significant Harm concerns,
- Work within the NSW Principles guiding the protection of children impacted by domestic and family violence,
- Liaises with agencies identified as 'Prescribed bodies' by the NSW Children and Young Persons Care and Protection Act, 1998 as per Wesley Mission Information Exchange Policy for the purpose of information exchange relating to the care and wellbeing of children and young persons involved in the Family Preservation program where appropriate,
- Promote Wesley Mission's principle of joined up thinking and practice,
- Be a strong ambassador for Wesley Family Preservation team.

#### 5.1.1 Performance Measures

- Key relationships are functioning well
- Maintain a caseload of 10 families
- Client files are accurate and up to date
- Achieve 90% client satisfaction
- Achieve targets for SHV delivery
- Achieve 'case plan goals achieve' targets
- Evidence that MRG screening is used in practice
- Achieve targets for training, certification and delivery of SafeCare
- File reviews show compliance to procedures and best practice
- Child protection policy, practices and work instructions are followed

#### 5.2 Our people (our team)

- Complete Wesley Mission induction and orientation program and mandatory training,
- Attend and participate in regular support meetings and team meetings,
- Commit to a continuing process of personal self-development, training and skills acquisition,



- Work with leadership team to develop, implement, maintain and consistently review Foundations for Change,
- Follow the Family Preservation Coaching model and Guide of the Practice Elements,
- Ensure all policies and procedures are understood and adhered to, seeking clarity with supervisor as required,
- Come prepared and engage in Supervision on regular basis with your Supervisor,
- Be a part of creating a team culture of openness, continuous improvement, support and respect,
- Promote and ensure adherence to Wesley Mission brand,
- Regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work Health & Safety issues etc,
- Identify and recommend opportunities to increase team satisfaction,
- Attend all scheduled meetings.

#### 5.2.1 Performance Measures

- Successfully achieved induction, orientation and mandatory training
- Engaged with new practices, policies and procedures
- Regular participation in Group Supervision, one on one and team sessions

### 5.3 Our operations

- Follow all Wesley Mission Family Preservation policies, procedures and work instructions,
- Deliver services in keeping with the latest Service Provision Guidelines and Wesley Mission Family Preservation procedures,
- Be aware of the need for and maintain confidentiality in all aspects of Wesley Mission's work and ensure that confidentiality is adhered to at all times,
- Ensure all Human Resource (HR) policies and procedures are understood and adhered to,
- Commit to a continuing process of personal/ professional development and skills acquisition, including participating in annual performance appraisal and development process,
- On a quarterly basis, document your progress using the Employee Contribution & Development template and meet with your manager to discuss,
- Advocate and communicate the Wesley Mission brand and key messaging strategy to stakeholders, ensuring brand compliance and use of correct templates,
- Perform duties according to the Wesley Mission Vision and Values Statement, Human Resource, Work Health Safety, Values and Behaviours Statement and other relevant policy and procedure documents,
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons you come into contact with, during employment. Perform WHS tasks as directed by supervisor,
- Maintain a working knowledge of and adhere to, The Children and Young Persons (Care and Protection) Act 1998), the Privacy Act and other relevant legislation,
- Promote the grievance procedure to all clients and respond in line with the Wesley Mission Grievance Procedure.

#### 5.3.1 Performance Measures

- Child protection reports and responses are actioned as per the policies and procedures, and demonstrate:



- Clear identification of the key issues impacting each child's/young person's safety, welfare and well-being,
- Provides succinct yet thorough analysis of the key issues and rationale for decisions made, and
- Contains thorough plans created with the family to address and/or resolve immediate safety and risk issues for each child, where applicable.
- Identified Work Health Safety matters are dealt with and resolved with-in required timeframes,
- Regular reporting requirements are met,
- Achieved working knowledge of:
  - Wesley Mission employee handbook
  - Relevant policy and procedures.

#### **5.4 Our financials**

- Support all projects to be delivered to budget and seek opportunities to minimise expense wherever possible,
- Wesley resources are maintained and serviced as required,
- Commitment to retaining current funding through working within funding guidelines and providing a best practice service.

##### 5.4.1 Performance Measures

- Wesley resources are well maintained including centres, vehicles and other equipment

### **5 Professional responsibilities**

- As directed, other activities to support the delivery of the Wesley Family Services Business Plan and Wesley Mission Strategic Plan, as requested by your manager,
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures,
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor,
- Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation,
- Maintain confidentiality.

### **6 Selection criteria**

To be successful in this position, candidates must possess the following:

#### **Demonstrated behaviours**

- Working in collaboration, displaying compassion, curiosity, acceptance, genuineness, predictability, deliberateness, and autonomy-promoting,
- Ability to problem solve, be creative, resourceful, strengths based and outcome focused,



- Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry,
- Demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude,
- Relates well to a range of people with sound listening and problem-solving skills,
- Displays emotional maturity and resilience.

### **Essential skills/knowledge**

- Tertiary qualification(s) in Psychology, Counselling, Social Work, Social Science or related fields,
- At least 2 years' experience in working with family, that involves the identification and analysis of safety and wellbeing concerns for children,
- Experience in assessment based tools,
- Demonstrated ability to engage families at the point of initial service contact, build relationships of trust and cooperation, problem solve and support planning,
- High level ability to liaise, network and maintain solid working relationships with a variety of individuals,
- High level written and verbal communication skills,
- Cultural competence and experience working alongside CALD and Aboriginal families,
- High level self-management, critical analysis and organisational skills,
- Demonstrated knowledge and experience in working with children and families experiencing stressors, including Domestic Violence, Child Protection issues, Parent Drug and Alcohol Misuse, Parenting Skills, Child Behaviour Management, Learning Difficulties, Parental Mental Health and Social Isolation,
- Current NSW or National driver's licence.

### **Desirable skills/knowledge**

- Working knowledge of the local child and family support sector for the area which you are applying,
- Experience in SafeCare delivery, or other evidence based parenting programs,
- Experience in managing electronic files and data bases,
- Experience in recording delivery of services to families.