

EMPLOYMENT PACKAGE

Intensive Family Base Services Caseworker



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Intensive Family Base Services Caseworker
Aboriginal (F/T)

BUNGREE ABORIGINAL ASSOCIATION
Children, Youth and Family Service Team

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1. BUNGREE ABORIGINAL ASSOCIATION & THE INTENSIVE FAMILY BASED SERVICES PROGRAM

Who are we

Bungree Aboriginal Association is a Multi Service Agency based on the Central Coast of NSW, Bungree has been a registered non for profit organisation since July 1995. Bungree delivers over twenty eight (28) funded programs and services across the Central Coast Local Government Areas. Bungree has four operating sections that directly focus on assisting our community.

Our Purpose

The purpose of Bungree is to provide a wide range of funded programs and services that assist many of our vulnerable and isolated people and families such as our elderly, Frailled aged, disable, homelessness, children, youth and families.

Our Goal

Bungree aims to ensure that all Aboriginal and Torres Strait Islander people residing on the Central Coast of NSW have access to the provision of high quality and effective services.



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Bungree Programs and Services

My Age Care - Commonwealth Home Support Program (CHSP)

CHSP Flexible Respite	CHSP Podiatry
CHSP Social Support	CHSP Home Maintenance
CHSP Personal Care	CHSP Domestic Assistance
CHSP Home Modifications	CHSP Goods and Equipment
CHSP Sector Support Services	
CHSP Sector Support and Development Officer	

Disability Services – NSW AHDC - Community Care Support Program (CCSP)

CCSP Respite Care	CCSP Respite Project
CCSP Community Options	CCSP Podiatry
CCSP Domestic Assistance	CCSP Home Maintenance
CCSP Personal Care	CCSP Liaison Officer

NSW Transport Program - Provide services for CCSP/CHSP clients and Disadvantage Youth.

Home Care Packages - Provide higher level of care to ageing clients – provide level 1 and 2 packages.

National Job Creation Packages - Bungree has 4 salary packages under this national program with 3 staffs employed full time targeting the ageing sector.



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Bungree Housing

Bungree is Nationally Registered under the National Regulatory System Community Housing.

Bungree Portfolio – Bungree property manages own and for other government agencies on the Central Coast, Newcastle and Upper Hunter areas.

Karuah Portfolio: Bungree property manages all properties for Karuah Local Aboriginal Lands Council.

Bungree Child Youth and Family Services Section:

Bungree Children Youth and Families Services provide the following programs and services:

SHS – **Specialist Homelessness Services** – self referral or from other agencies.

IFBS – **Intensive Family Based Services** – FACS referral only.

EGP – **Education Gaps Program** – Family based – self referrals, schools and other agencies.

Bungree Disability Services – NDIS Registered Provider

Bungree Disability Services has been approved to provide 11 Support Services under the NDIS.

Please refer to our [Bungree Disability Services](#) information flyer for the list of services provided.

Intensive Family Based Services Program (IFBS)

Bungree Intensive Family Based Service (IFBS) is located on the Central Coast, New South Wales. The Aboriginal IFBS provides an intensive, time-limited, home based program for Aboriginal families in crisis (including extended family). Children in these families are at risk of entering Out-Of-Home Care (OOHC) placement due to care and protection concerns; or have already been placed in OOHC and are due to be restored back with their families. IFBS provides crisis intervention, restoration and placement support services.

Bungree IFBS works with families to improve life skills, parenting capacities, coping abilities and problem solving skills. Families are also linked in with appropriate community and service supports both during and after the intervention. Based on the US Homebuilders Model®, IFBS operates on the premise that

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it is best for children to grow up in their own families and where there is child abuse and/or neglect, skilled professionals can assist families to learn more appropriate ways to care for their children.

The primary focus of the service is safety, welfare and wellbeing of the child and/or young person in a culturally appropriate environment.

IFBS work within the principles of:

- Self-determination, participation or in decision making as per the *Children's and Young Person's (Care and Protection) Act 1988*
- Maintaining partnerships with Aboriginal families and community
- Family/kinship approach to raising children

Target Group

- Children, young people and their families

Access to Program

- Referrals are receive from NSW Family and Community Services Central Coast
- Service area covers the Central Coast Region



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2. JOB ADVERTISEMENT

NOTE: Being Aboriginal or Torres Strait Islander is a genuine occupational qualification for this position as described under *Section 14(d) of the Anti-discrimination Act, 1977 NSW*



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Intensive Family Base Services Caseworker – Aboriginal (F/T)

Bungree's Intensive Family Based Service is a FACS funded program to assist eligible families that are at risk of having their child or children removed, or those needing intensive intervention to facilitate reunification and the safe return of children from out of home care to their families.

The primary focus of the service is safety, welfare and wellbeing of the child and/or young person in a culturally appropriate environment.

Skills and qualifications

Certificate 4 Community Welfare, Social Work or Psychology or equivalent

Thorough understanding of child protection issues pertaining to Aboriginal children and their families

Certificates validating experience and training

NOTE: Applicants must obtain an employment pack, complete all relevant paperwork & address the selection criteria.

Employment Package: enquiries@bungree.org.au

Enquires: Rab Hammond on 02 43500100 or email: enquiries@bungree.org.au

Closing date: 22 March 2019 COB 4.30pm

3. ESSENTIAL CRITERIA

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ESSENTIAL

- Aboriginality
- Certificates validating experience and training
- Experience attained through previous appointments (minimum 2 years), and/or study of an equivalent level of expertise in Community Welfare, Social Work or Psychology
- Excellent interpersonal and negotiating skills
- Ability to work independently as well as part of a team
- Thorough understanding of child protection issues pertaining to Aboriginal children and their families.
- Ability to prioritise work load in order to meet deadlines
- Excellent written and oral communication skills
- First Aid Certificate
- Minimum Class C drivers licence
- Familiarity with the Children and Young Persons (Care and Protection) Act 1988

DESIRABLE

- Familiarity with North Carolina Family Assessment Scale (NCFAS)
- Familiarity with US Homebuilders® Model

MANDATORY

- Confirmation of Aboriginality
- National Criminal History Record Check
- Working with Children's Check
- Drivers Licence

INFORMATION

You must address all questions in the Essential Criteria, Desirable and Mandatory in your application.

- **CLOSING DATE: 22 March 2019 COB 4.30pm** – no late applications will be considered.

Applications marked **IFBS Caseworker Application** may be;

Delivered in person to: 7b Pioneer Avenue Tuggerah NSW 2259

Post: PO Box 3070 TUGGERAH NSW 2259

Email: enquiries@bungree.org.au

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4. POSITION DESCRIPTION

POSITION TITLE: IFBS Caseworker
POSITION DESCRIPTION
<p><u>KEY RELATIONSHIPS</u></p> <p>Reports to:</p> <ul style="list-style-type: none">• Team Leader – Intensive Family Based Services <p>Works closely with:</p> <ul style="list-style-type: none">• Team Leader/Caseworkers• Parent, their children and extended family members• Referring Community Services Caseworker• External Agencies (Aboriginal and non-Aboriginal)
<p><u>CORE RESPONSIBILITY</u> – To work as a member of a cooperative team in order to provide practical, supportive and specialist intervention to parents, child/ren and other members of family/kinship to address critical child protection issues and needs as identified.</p>
<p><u>KEY ACCOUNTABILITIES</u> - The following key accountabilities list will appear in your Performance Agreement if you are successful in your application for this position</p>

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Primary Purpose	Duties & Responsibilities	Specific Job Skills/Performance indicators
<p>1. Casework</p>	<p>Case Management</p>	<ul style="list-style-type: none"> • Participate in an afterhours on-call roster.¹ • 24hr initial response from time of referral to engage families • 12-16 week intervention program for clients as per roster developed by IFBS Manager • Work with 2-3 families at any one point in time, as allocated by the IFBS Manager. • Spend a minimum of 5 hours face-to-face in each client's home per week, and ensure interventions are adequately intensive • Ensure all work with the family maintains a child and safety focus • Maintain intensive contact with the child and their family for the duration of their involvement with the service • Use the North Carolina Family Assessment Scale (NCFAS) and the Family & Safety Centred Practice (FSCP) tool as part of regular casework practice • Record all case work notes and case related information in the IFBS Connect Portal • Set realistic and achievable goals with family members that relate to the child protection concerns, and can be accomplished within the service timeframe • Work collaboratively with the child's family, extended family, and appropriate cultural and community representatives to ensure that all relevant parties are involved in case planning, decision-making and case review process • Coordinate a range of services that are required to assist families to meet case plan goals • Consult the IFBS Manager on a regular basis • Provide a range of clinical, concrete and advocacy services to family members • Assume responsibility for motivating families and employ motivation enhancement strategies • Utilise research-based cognitive/behavioural strategies to facilitate behaviour change • Utilise a variety of teaching methods • Assess safety, structure the environment and use clinical strategies designed to promote safety • Provide back-up for other caseworkers when required • Schedule and complete client intake within 24 hours of referral, or as soon as practicable

¹ The IFBS model is designed to manage crisis experienced by referred families. As a crisis cannot be predicted, the IFBS model is required to offer 24/7 availability to clients, therefore an on-call roster needs to be staffed at all times. However, as case management in IFBS is intensive and planned, experiences in other IFBS services have shown the incidences of after hours callouts are extremely low, and in most cases, any issues that do arise after hours can typically resolved over the telephone. Bungee IFBS staffs are supported to have an appropriate work/life balance.

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		<ul style="list-style-type: none"> • Advocate for and provide concrete goods and services (including transport), where the family is unable to, that are directly related to meeting the case plan goals, while helping to build family member's capacity to meet these requirements on their own. • Collaborate and advocate with formal and informal community resources and systems, while teaching family members to advocate for themselves. • Undertaking comprehensive transition planning to assist the family to maintain their improvements with less intensive support • Participate in regular individual and team supervision, as directed by the IFBS Manager • Participate in all relevant training and induction services • Participate in regular shadowing, direct feedback and skills assessments, as conducted by the IFBS Manager • Assess the family's suitability for Step Down support.
2. Administration	Administrative tasks associated to Casework functions	<ul style="list-style-type: none"> • Maintain comprehensive records at all times • Document all contact with family, and all key stakeholders • Maintain records pertaining to key decisions and important event achievements during the program • Maintain client files in a professional manner • Maintain statistical records/data bases in a timely and accurate manner • Prepare submission (per client needs) and written reports as required. • Secure all personal information (as per IFBS policy and Procedures) • Complete all Portal information as per guidelines
3. Systems	<p>Mandatory obligations</p> <p>Occupational Health and Safety</p>	<ul style="list-style-type: none"> • Ensure that any suspected risk of significant harm is immediately reported to the Helpline, and Manager IFBS as per the <i>Children and Young Persons (Care and Protection) Act 1998 (the Care Act)</i> in line with IFBS reporting policy and procedures. • Adhere to the IFBS Service Provision Guidelines, and IFBS Standards. • Adhere to policy, in particular, confidentiality, security, and mandatory training. • Premises, equipment and vehicles are maintained in a safe condition • Be responsible for WH&S, to be alert to and report WH&S hazards • Install and uninstall child safety restraints in vehicles

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5. THE APPOINTMENT PROCESS

Appointment to the position is based on merit. Merit is determined through an assessment of your abilities as they relate to the position. To determine your merit, the selection committee will rely on –

- your application, comprised of your Resume and your Claim to the Position
- an interview (if you are called) and the opinion of your referees (if you are short listed after interview)
- If you are successful but before you are officially appointed, you may be expected to verify your credentials and certified copies of your academic or other records. It is suggested you organise this so they will be ready if requested.
- Prior to a formal Letter of Offer all necessary Working with Children's and Police Check's will be carried out.



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6. HOW TO APPLY

To apply for the position, send your Resume and Claim for the Position by email, post or in person to CEO Bungree by the due date as given on the Job Advertisement. A covering letter is not required, however, if you do wish to provide one please keep it to one page.

- Please follow the advice below when composing your Resume and Claim for Position.

RESUME

To help ensure that your resume is compelling to read and tailored to the position, please use the following format and approach:

TITLE/HEADING

RESUME: (ADD YOUR NAME AND FULL CONTACT DETAILS INCLUDING PHONE AND EMAIL ADDRESS)

SUMMARY

Summarise your career in one page showing how you progressed to where you are today and including activities or achievements that relate to the position you are applying for.

EDUCATION

Indicate your schooling e.g. Year 10, Year 12.

List any TAFE or University studies commenced or have completed since you left school or are currently undertaking, showing the institution, the name of the course or programme, the years you attended, the credential you achieved or hope to achieve e.g. degree/diploma/certificate.

Give details of any subjects you studied that you believe have equipped you with skills relevant to the position you are applying for *NOTE: if you have attended short courses, include them under ENGAGEMENTS (see below).*

EMPLOYMENT

List your employment history in reverse chronology i.e. beginning with your most recent appointment and including any previous employment in the Community Welfare or related sector.

For each job in which you were employed, give the job title, name of employer, dates, a brief description of your functions and responsibilities.

ENGAGEMENTS

Include here any organisations you belong to, boards and committees you may serve on (past and current), short courses and conferences you have attended, community work you have done or are doing.

Focus on those that you believe have given you skills, attributes, networks etc. relevant to the position.

DOCUMENTATION

Confirmation of Aboriginality. Completed Applicant Declaration and Consent (Working with children Check) to be submitted at time of interview, if granted.

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CLAIM FOR POSITION

You must meet each of the essential requirements given in the job advertisement. Meeting some or all of the desirable requirements given in the job description may improve your chances. To show you meet the requirements, compose a Claim for Position with the following information:

TITLE/HEADING

CLAIM FOR (TITLE OF POSITION): (ADD YOUR NAME AND FULL CONTACT DETAILS INCLUDING PHONE AND EMAIL ADDRESS)

ESSENTIAL REQUIREMENTS

List each of the essential requirements in the position description and describe how you meet them

DESIRABLE REQUIREMENTS

List each of the desirable requirements in the job advertisement and describe how you meet them

REFEREES

Give the names of no more than three people who can provide information on your employment and work performance relevant to the requirements for the position



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7. THE INTERVIEW AND REFERENCE CHECK

The interview will be conducted by a selection panel of at least three people of whom at least one is male and one female. The panel will include the manager of the position you are applying for, Chief Executive Officer of Bungree Aboriginal Association. An independent (a person not employed by Bungree Aboriginal Association.), and another person who can contribute to the selection process.

Before the interview

The panel will assess your Claim for the Position. If you meet the essential requirements and some or all of the desirable requirements, they will also consider your Resume.

At the interview

The most competitive applicants will be called for an interview where you will not only be asked questions but invited to engage with the panel to discuss:

- Your career, education and engagements (as described in your Resume).
- Your ability to meet the requirements for appointment (as set out in your Claim for the Position) and to perform the job (see the Position Description, above).
- You will be free to tell the panel more about particular areas of your application, to ask questions about the position, and provide the panel with more information to help your application.

After the interview

- The panel will rate the strengths and weaknesses of each applicant and prepare a short list.
- Referees will normally be contacted before a preferred candidate is recommended for appointment, and a Working with Children's check will be conducted. If you have not included names of referees in your claim for Position, you will be contacted to provide.
- You will be advised in writing the result of your application normally within 2 weeks of interviews.
- If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview.

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8. APPOINTMENT AND CONDITIONS

- If your application is successful, a Bungree Aboriginal Association representative will contact you and offer the position to you.
- If you accept the offer you may be required, before the appointment is confirmed, to provide proof of your identity and any other necessary documentation that may be relevant including certified educational records.
- A Working with Children check will be conducted as per Child Protection (PROHIBITED EMPLOYMENT) Act 1998
- A National Criminal Record Check will be conducted