

Position Description



Position Title	Case Manager, Post-Separation Cooperative Parenting
Physical Location	Mt Gambier
Geographical Responsibilities	Limestone Coast region
Classification Level	Level 3 or 4 (depending on qualifications) of the <i>Social, Community, Home Care and Disability Services Award 2010</i>

ac.care refers to Anglican Community Care Inc which is the legal entity of the organisation.

JOB SPECIFICATION

Purpose of the position

Contribute to quality outcomes for clients of the Post-Separation Cooperative Parenting (PSCP) program by providing educational group programs and case management to parents in high levels of conflict.

Reporting/Work Relationships

- Reports to: Program Manager of Post Separation Cooperative Parenting program
- Cooperative working relationships will all ac.care staff

Special Conditions

- Some out of hours work will be required
- Inter- and intrastate travel involving overnight absences may be required
- Satisfactory Child Related Employment Screening must be maintained in accordance with ac.care policy
- Child Safe Environment Certificate must be maintained in accordance with ac.care policy
- Current full Driver's License is essential and the employee must be willing to drive in the course of their duties.
- ac.care is a Child Safe organisation and as such all employees and volunteers have a responsibility for ensuring the care and protection of children

Key Responsibilities

1 Contribute to the provision of a high quality Post Separation Cooperative Parenting program by:

- Providing case management support using a holistic approach.
- Providing outreach services to clients throughout the Limestone Coast region of SA (including face to face, phone and email).
- Facilitating Child in Focus Information Sessions.
- Providing individual support for families to focus on the needs of children through child focused practice and approaches.
- Providing advocacy and referral services
- Liaising with key other service providers on the delivery of the Post Separation Cooperation Service.
- Contributing to the development, monitoring and evaluation of the program.
- Participating in supervision.
- Participating in professional development opportunities to maintain and develop skills and knowledge.
- Work collaboratively with Family Dispute Resolution and Children's Contact Services.

2 Promote quality outcomes for clients in direct service delivery by:

- Modelling professional practice.
- Promoting and advocating for positive change through achievable and measurable goal-setting with the client.
- Encouraging clients to develop stronger links with their community.
- Supporting families to develop positive post separation parenting strategies.
- Undertaking delegations in a responsible manner.
- Co-working with a range of service providers.
- Participating in case conferences.
- Keeping accurate and appropriate case notes and preparing reports when required.
- Developing and implementing individual case plans as required.

3 Other duties as directed which are appropriate to the position.

PERSON SPECIFICATION

Selection criteria - essential

Educational/Vocational Qualifications

- Relevant tertiary qualification; or, relevant vocational qualification with substantial relevant experience, expertise and competence attained through previous appointments
- Case management experience
- Experience working with families.
- Experience facilitating groups or similar experience

- Understanding of child development, attachment theory and the impact of trauma and separation on children
- Knowledge and skills in relation to parenting
- Knowledge of specific issues related to service delivery in a rural area.
- High level of communication skills (listening, verbal and written), including the ability to establish rapport and maintain a positive relationship with clients.
- Ability to manage time effectively, set priorities, plan and organise workload, and achieve specified outcomes within a limited timeframe.
- Ability to interpret legislation, policies and procedures within a practical context.
- Ability to work with and be sensitive to the needs of different genders and cultural groups.
- High level of conflict resolution and negotiation skills.
- Comprehensive knowledge of the key issues surrounding Separation in families.

Selection criteria - desirable

- Experience working with people who are in high levels of conflict.
- Knowledge of the Family Law Act.
- Knowledge of community services and resources available to assist clients in the South East region.

ac.care is a child-safe organisation.

Acceptance

Position holder signature _____

Name (printed) _____ **Date** _____