***Biripi Aboriginal Corporation*** *Medical Centre*

 *Position Description*

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| Casework Support Officer - Casual |
| **Position Function** | The Casework Support Officer will assist Caseworkers with tasks such as; child care, transporting of clients and administrative functions as required. This role also entails the facilitation and supervision of contact between young person’s and their birth family. The Casework Support Officer will aim to make the contact environment as safe and comfortable as possible for the young person’s whilst maintaining a level of vigilance and professionalism. |
| **Reports to** | Team Coordinator BACS |
| **Supervises** | Nil |
| **Location** | TAREE |
| **Department** | BACS |
| **Hours of Work** | Casual  |
| **Award** | Social, Community, Homecare & Disability Services Award 2010Level 2 |
| Key Responsibilities |
| * Transportation of young person’s as required by caseworker/Team Coordinator.
* Undertake logistical arrangements for meetings including case management and family meetings, supervised visits, appointments and other activities that directly support case planning and decision-making for children and young persons.
* Supervision of low risk family contact visits and prepare summary reports which accurately record observations.
* Contribute to continuous learning, professional networks and relationships through the co-ordination of meetings and other information sharing activities.
* Actively participate as part of a team with caseworkers and administrative staff to address team priorities and directly support caseworkers on a day-to-day basis.
* Attendance as a secondary worker at meetings, home visits and information sessions.
* Undertake mentoring activities and direct general support tasks as per young person’s case plan or needs identified by the caseworker.
* Carry out duties out in a polite and courteous manner at all times.
* Provide reports to the BACS Coordinator that includes all reports/records from supervised access visits/home visits.
* Provide administrative support to caseworkers as required
* Provide written reports to the Caseworker/Co-ordinator on activities undertaken, results and any issues identified during access
* Undertake duties as directed by your Team Coordinator and Manager
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| Meetings |
| * Attend meetings as and when required including all staff and team meetings.
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| Training and Education |
| * Attend relevant orientation workshops, etc. as required.
* Participate in appropriate education to maintain and develop professional expertise, skill and knowledge.
* Attend ongoing training as required.
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| Mandatory Requirements |
| * Be aware of Biripi ACMC complaints mechanism and administration procedures to undertake investigations as and when required.
* Work as a member of a team in order to achieve the objectives of Biripi ACMC.
* Confidentiality is a mandatory requirement. Any breach of this requirement may result in instant dismissal.
* Compliance with all policies and procedures of Biripi ACMC.
* Perform other duties as requested by your supervisor.
* Report to the BACS Co-ordinator the next working day any criminal charges & convictions
* Attend Fire drill annually.
* Attend Child Protection Mandatory Reporting training.
* Participate in monthly supervision/mentoring sessions with BACS Co-ordinator.
* Participate in annual performance appraisal with BACS Co-ordinator and Manager.
* Undergo criminal and working with children checks in accordance with legal requirements.
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| Workplace Health and Safety |
| * Be familiar with the WH&S policies and procedures and be responsible for own safety and that of fellow employees, clients and visitors.
* Apply WH&S guidelines and procedures
* Identify and rectify safety hazards if within ability or authority. Alternatively report safety hazards in the workplace.
* Maintain a harassment, discrimination, violence and bullying free workplace.
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| Essential  |
| * Aboriginality
* Demonstrated ability to engage & work effectively with aboriginal people and communities.
* Current NSW drivers licence.
* Strong interpersonal and communication skills.
* Effective time management and personal organisational skills.
* Ability to work independently, as a team member.
* Self-motivated.
* Experience working in an OOHC environment
* Strong Computer Skills.
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| Desirable |
| * Experience working in an Aboriginal organisation
* Current Advanced First Aid certificate.
* Tertiary qualifications in a health or related field.
* Strong Case- Management Skills.
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I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the job description and agree to comply with same. Should I not fully understand any aspect of this Position Description I am aware of whom to approach.

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Employee Signature

…………………………………………..

Print Name

I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the position description and agree to comply with the same. Furthermore, I am aware that a condition of my employment is that I am subjected to criminal record history checks tri-annually. Likewise, I am aware that I must maintain a clear record to remain employed by Biripi ACMC and I am required to inform the CEO of any possibility of my related record being tainted.

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Employee Signature Date

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CEO Date