POSITION DESCRIPTION

Weave Women and Children's Centre
Child and Family Caseworker - Targeted Earlier Intervention (TEI) Program

Position title	Child and Family Caseworker - TEI Program
Reports to	Weave Women and Children's Centre, Program Manager
Responsible for	Providing individual and family casework support to women with children residing in the City of Sydney LGA
Location	Weave Women and Children's Centre 133 Morehead St, Waterloo
Hours	Part time: 63 hours per fortnight (9 days per fortnight) or 56 hours per fortnight (8 days per fortnight) negotiable
Status	Permanent. All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
Grade	SCHCADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave hourly rates are above the SCHCADS rates. The current Weave hourly rates for Level Paypoint 1-4 are $42.63-$45.87 exclusive of superannuation and annual leave loading
Benefits	Superannuation @ 10.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

SUMMARY OF THE POSITION:

The Child and Family Caseworker provides intensive wrap around casework/case management support, practical assistance, housing support, information and referral, education advice, access to parenting programs and general support services to women and their children residing in the City of Sydney LGA.

KEY RESPONSIBILITIES:

- Provide individual casework and case management support to women with children in the City of Sydney LGA
- Support women and their children with issues such as mental health and AOD challenges, experiences of homelessness, impacts of complex trauma and systemic disadvantage, domestic and family violence and child protection issues
- Ensure casework support is provided in line with Weave "How We Do What We Do" practice framework and Weave's Aboriginal Healing Framework
- Provide support, referral, advocacy and information services to clients
- Work from a proactive, client-led, responsive, trauma informed, strengths based, feminist, healing-centred and culturally safe perspective
- Engage in outreach service provision where required, including accompanying clients to appointments
- Participate in intake and referral/drop-in work including answering phones, taking referrals, assisting drop-in clients to make appointments and fill out forms, providing crisis support, providing food parcels and other client needs as they arise
- Work collaboratively under a "shared care" model alongside other Weave staff, external professionals and any other service providers involved in supporting the client/family
- Contribute to strategic planning for Weave Women and Children's Centre and Weave in general
- In consultation with the Weave Women and Children's Centre Program Manager, develop Work Plans in alignment with Weave's Strategic Plan, identify professional training and development needs and participate in training and performance appraisal as required
- Attend regular external clinical supervision and line management meetings as agreed with your Program Manager.
- Develop client led Action/Case Plans with your clients and ensure these inform your casework
- Weave is a place based organisation and we require staff to proactively engage with key stakeholders in the local community to build connections and relationships and participate in relevant local community events
- Liaise with relevant networks, agencies, community networks and government departments as required
- Assist the team with supervision of student placements and volunteers as required
- Assist with and encourage client participation in Weave events and projects and broader community events and networks
- Maintain up-to-date administrative records and undertake administrative tasks as required within the course of your work. This includes but is not limited to, upkeep of client files, data entry, daily organising logistics for groups, writing reports and support letters

- Assist in planning, organising and running groups, parenting workshops, projects and events at the Women and Children's Centre and across Weave as required
- Other duties as required

GENERAL RESPONSIBILITIES OF ALL WEAVE STAFF:

- Work as part of the wider Weave team displaying effective team membership and upholding the Weave values at all times
- Participate in Weave staff meetings, retreats, planning days, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home
- Notice when things are untidy and proactively clean up as needed
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the Position Descriptions of all staff
- Support and maintain a healthy, inclusive, positive Weave culture and embody the Weave values
- Expectations of workers roles can change according to the needs of the community and available resources

SKILLS AND ATTRIBUTES FOR THE ROLE:

- Highly developed organisational skills, demonstrating attention to detail and the ability to complete tasks in a timely manner
- Strong communication skills, both verbal and written
- Strong advocacy skills
- Demonstrated interpersonal and relationship building skills
- Ability to work as a team member and with a high degree of autonomy
- Strong computer and IT literacy skills
- Common sense and an excellent sense of humour

SELECTION CRITERIA:

1. Relevant tertiary qualifications in Social Work, Community Work, Social Sciences or other relevant discipline and/or equivalent relevant experience

2. Experience providing support to women and families with complex trauma histories and high support needs is highly regarded

3. Demonstrated experience working with Aboriginal people and communities. An understanding of the strengths and resilience of Aboriginal people and the impacts of intergenerational trauma on Aboriginal people residing in Redfern, Waterloo and surrounding areas of the City of Sydney LGA

4. Understanding of the social justice issues facing women and children residing in Redfern, Waterloo and surrounding areas in the City of Sydney LGA

5. Understanding and demonstrated experience of working within a trauma informed, healing-centred, strengths based, feminist and culturally appropriate framework

6. Ability to understand and manage community dynamics

7. NSW Working with Children Clearance

8. NSW Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role.)

9. Current NSW Class C Driver's Licence

10. Our Women and Children's Centre services are provided only to women and their children. We consider being a woman is a genuine occupational qualification for this position under section 31 of the Anti-Discrimination Act 1977 (NSW) and sections 30 of the Sex Discrimination Act 1984 (Cth).