



**POSITION DESCRIPTION**  
**Weave Community Hub, Woolloomooloo**  
**Targeted Early Intervention Caseworker**  
**(12 month Maternity leave role)**

<b>Position title</b>	Targeted Early Intervention Caseworker
<b>Reports to</b>	Weave Community Hub Manager
<b>Responsible for</b>	Providing individual and family casework support to families with children aged 0 - 12 years and young people aged 12 - 25 years predominantly from Woolloomooloo, Darlinghurst and Kingscross area. Participating in and/or facilitating community activities, groups and/or projects as part of our Community Strengthening support
<b>Location</b>	Weave Community Hub, 49 McElhone Street, Woolloomooloo
<b>Hours</b>	Part time (4 days per week/28 hours per week) Tuesday to Friday
<b>Status</b>	12 month maternity leave contract: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
<b>Grade</b>	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 4 Paypoint 1-4 are \$40.76 - \$43.85 exclusive of superannuation and annual leave loading
<b>Benefits</b>	Superannuation @ 10% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

## **SUMMARY OF THE POSITION:**

The Targeted Early Intervention (TEI) Caseworker provides intensive wrap around casework, case management, practical assistance, housing support, information and referral, education advice, access to parenting programs and support services, activities, groups, projects and events for families with children aged 0 - 12 years and young people aged 12 - 25 years predominantly from the Woolloomooloo, Darlinghurst and Kingscross area.

## **KEY RESPONSIBILITIES:**

- Provide individual casework and case management support to families with children aged 0 - 12 years and to young people aged 12 - 25 years , who have complex trauma histories and a range of needs, including mental health and AOD challenges, and experiences of homelessness, domestic and family violence
- Ensuring the casework support you provide is done in line with “Weave’s How We Do What We Do” practice framework
- Provide referral, advocacy, information, and support services to program clients
- Work from a proactive, responsive, trauma informed, strengths based, healing centred and culturally safe perspective and walking alongside Aboriginal people and communities in their fight for self-determination"
- Engage in outreach service provision where required, including accompanying clients to appointments
- Work collaboratively under a “shared care” model alongside other Weave staff and external health professionals and service providers
- Contribute to strategic planning for the Weave Community Hub and Weave in general
- Attend regular clinical supervision as agreed upon by your Casework Program Manager
- In consultation with the Weave Casework Manager and in alignment with your Work Plan, identify your professional training and development needs
- Develop Action Plans for your clients and ensure these inform the work done
- Liaise with relevant networks, agencies, community members 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
- Maintain up-to-date administrative and clerical records as required within the course of your work, including upkeep of client files, data base, daily client statistics, organising logistics for groups, writing reports and support letters
- Work as part of the Weave Community Hub team to assist in planning, organising and running groups, events, activities, parenting workshops and
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projects to engage the community and build community cohesion and connection

- Assist in the running of Weave Community Hub events which from time to time may require after hours and/or work on weekends
- 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 time management and organisational skills demonstrating attention to detail and the ability to complete tasks in a timely manner
- Ability to work independently and use initiative
- 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
- Strong desire to work in the Woolloomooloo, Kings Cross and Darlinghurst areas and a good understanding of community dynamics
- Common sense and excellent sense of humour

## **SELECTION CRITERIA:**

1. Relevant tertiary qualification/s in Social Work, Youth Work, Social Sciences or similar
2. Minimum two years demonstrated experience in a caseworker role providing support to young people and families with complex trauma histories and support needs
3. Knowledge and understanding of relevant referral pathways to health, education, employment, recreational, cultural, housing, mental health, legal, drug and alcohol and other support services
4. Demonstrated experience working with Aboriginal people and communities. Understanding of the unique strengths and resilience of Aboriginal people and the impacts of intergenerational trauma and colonisation
5. Understanding of the social justice issues facing young people and families from lower socio-economic backgrounds
6. Commitment to and demonstrated experience of working within a client-centered, trauma informed, strengths based, and culturally safe framework
7. An ability to manage community dynamics
8. NSW Working with Children Clearance
9. National Police Check
10. Current Driver's Licence

### **Desired criteria:**

1. Knowledge of the Woolloomooloo, Kings Cross, Darlinghurst area and the complex issues faced by these communities

**PLEASE ADDRESS THE SELECTION CRITERIA IN YOUR APPLICATION**