

POSITION DESCRIPTION

Case Worker – Parish Program

DIVISION or PROGRAM:	Families	AWARD AND LEVEL (if applicable):	SCHCDS 4/5
DATE OF APPROVAL:	September 2019	APPROVED BY (Position Title):	Executive manager

PURPOSE OF THE POSITION

The program is based on a partnership between Catholic parishes and CatholicCare Sydney, collaborating together to identify and support parish and non parish members who need advice and support in order to improve their functioning and wellbeing.

KEY ACCOUNTABILITIES

- Perform the duties of the role in accordance with CatholicCare’s Mission, Vision and Guiding Principles
- To ensure all work with families and individuals is undertaken in a professional manner in accordance with relevant standards, legislation and the CatholicCare Code of Ethics and Conduct
- Acting in accordance with, and staying up to date with changes to, CatholicCare policy and procedures and relevant legislation
- Build and maintain a positive and collaborative relationship with parish staff
- Conduct assessments to ensure that strengths and needs are identified from a person centred approach
- To advocate on behalf of client’s consistent with CatholicCare’s Mission, Vision and Values
- Networking and promotion of CatholicCare programs when necessary
- Keeping up to date with documentation and the use of the client information management system
- Facilitating workshops and groups in response to the need of community and parish Adhere to supervision requirements
- Participate in training and planning activities as required by the Program and external agencies
- Increase client knowledge of and connection to services in broader community
- Address barriers to healthy functioning such as, mental health, domestic violence, aging, disability, financial stress, parenting challenges.
- Make appropriate referrals
- create connections for, and provide information to, parish staff who may frequently interact with vulnerable or distressed people
- develop supporting documents as required
- Other duties as directed from time to time

KEY COMMUNICATIONS

This role works closely and collaboratively with The Community of Care Coordinator, manager and Executive Manager to receive guidance, advice and direction, ensure accountabilities, feedback and exchange information, supervision and facilitate ongoing professional development.

KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)

1.	Ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values
2.	Relevant tertiary qualifications (social work, psychology or related discipline) and/or equivalent demonstrated experience in providing high quality support to children and families
3.	Understanding and ability to implement a person-centred and trauma informed approach to service delivery
4.	Knowledge of current legislations
5.	Sound written skills, especially in regard to the maintenance of client files and report writing
6.	Demonstrated experience in assessment and referrals
7.	Demonstrated experience in working with CALD communities and Aboriginal communities
8.	Ability to be flexible
9.	Excellent time management skills
10.	Current driver licence and use of a registered motor vehicle for work purposes
11.	Current Working with Children Check verification

* CatholicCare reserves the right to vary this position description in response to its changing needs.