

POSITION DESCRIPTION

CASE MANAGER

DIVISION or PROGRAM:	Families Division	AWARD AND LEVEL (if applicable):	SCHADS Level 4
CLUSTER:	Digital & Place Based Counselling	POSITION STATUS	Part-time (0.6 FTE)
LOCATION:	Fairfield	DATE OF APPROVAL:	April 2021
TEAM:	Men and Family Relationships Program	APPROVED BY (Position Title):	Executive Manager

PURPOSE OF THE POSITION

This is a multi-faceted role and involves counselling and case management, as well as group facilitation and psychoeducation.

The main purpose is to provide intake & assessment, case management and possible counselling to men in order to support them to address issues which impact their safety, wellbeing and their ability to maintain safe, respectful and enriching relationships.

The role will involve the facilitation of a psycho-educational & therapeutic group (Defuse) and may require involvement in the Accredited Men's Behaviour Change Program – Choosing Change. (Groups will often be run in the evenings)

This role is based at the Fairfield Office.

KEY ACCOUNTABILITIES

- Perform the duties of the role in accordance with CatholicCare's Mission, Vision and Guiding Principles
- To maintain a focus on the safety and well-being for clients and their families, underpinned by a thorough understanding of child development, individual and systemic issues and Domestic and Family Violence
- To maintain a good knowledge of relevant internal and external services to make client referrals as appropriate
- To comply with all agency and program policies and procedures including all documentation and administrative tasks required by the program including writing case notes and data collection
- To attend and participate in individual and group clinical and operational supervision
- To maintain a thorough and up to date understanding of the relevant provisions regarding Child Protection Reporting & Information Sharing under Part 16A of the Children and Young Persons (Care & Protection) Act 1988 and Information Sharing under Part 13A of the Crimes (Domestic and Personal Violence) Act 2007.
- To deliver a wide range of clinical and support services to Men (and their families) including Intake and Triage Assessments, Information sessions, case planning and management, and therapeutic interventions that are in accordance with relevant professional practice standards
- To maintain professional currency and familiarity with related literature and practices in relation to working with Men within Domestic and Family Violence frameworks
- To facilitate service delivery in CatholicCare offices and outreach settings as required

- To participate in local networks to promote CatholicCare.
- Other duties as directed from time to time

KEY COMMUNICATIONS

This role works closely with other team members, clinical supervisors and managers to foster and maintain a supportive and constructive work environment.

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 in Social Work, Counselling, Psychology or equivalent field. Desirable: <ul style="list-style-type: none"> • Completion of or willing to undertake DV Alert Training or • ECAV training, DV-706: Skills in working with male Family Violence • ECAV training, DV-702: Essential skills in Men's Behaviour Change Program (MBCP)
3.	Demonstrated experience and skills in providing counselling and case management services to individuals and a demonstrated ability in systemic practice and theory
4.	Demonstrated experience in Facilitating (male) Psycho-Educational Groups
5.	Demonstrated experience in: <ul style="list-style-type: none"> a) Trauma informed practice model b) Responding to and intervening in Domestic & family violence impact and safety c) Mental health; Alcohol and other drugs and grief and loss counselling
6.	Demonstrated experience and skills in working with Cultural and Linguistically Diverse Communities and with Aboriginal and Torres Strait Islander Communities
7.	Demonstrated knowledge and experience in responding to the legislative requirements concerning Child Protection, Family Law and Domestic Violence
8.	Demonstrated ability to appraise and critically reflect on clinical work and participation in clinical supervision
9.	Demonstrated excellent ability to actively collaborate, communicate clearly and respond with respect
10.	Desirable: skills in providing telephone counselling, including responding to vulnerable and distressed clients
11.	Current NSW Working with Children Check

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