

POSITION DESCRIPTION

Senior Kids in Focus Case Manager POSCS3047

ISO9001 | Approved by Neos Zavrou | Next Revision: 02/03/19



Location:	Richmond
Classification:	SCHADS Level 4
Reports To:	Manager: Child and Family Services
Direct Reports:	N/A

The Organisation

Odyssey House Victoria is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At Odyssey we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families and communities to reduce drug use, improve mental health and reconnect people to their family and the community.

Position Objective

Kids in Focus is a specialist child, parenting, and family support program for families where a parent has or is recovering from a drug or alcohol problem. The program provides a range of child focussed activities and home-based support, tailored to the needs of individual family members, including the capacity to provide ongoing long-term support and follow-up when required.

The Senior Kids in Focus Case Manager provides practical and emotional goal-focused home-based support (intensive outreach) to a caseload of families including children, parents and other carers. A key purpose of the position is to improve responsiveness and increase awareness of the needs of children and their families from the alcohol and other drug sector and allied service sectors.

Role Responsibilities:

Key responsibilities include:

- Provide home-based child, parenting and family support to families where a parent has a drug or alcohol dependency
- Conduct broad educational and psycho-social screening assessments of children
- Develop and implement strategies that address children's identified needs, including the provision of age appropriate counselling and support, and referral to specialist services as appropriate

- Assist parents identify and achieve parenting goals through assessment of parenting needs
- Work collaboratively with parents to develop and implement intervention plans that strengthens their parenting capacity and effectiveness.
- Provide parenting skills training and the development of relapse plans
- Provide families with social and community support through establishing and strengthening family-community links. This may include improving relationships with extended family, improving links with school, supporting participation in recreational activities and playgroups, and supporting access to child and respite care and other formal support services
- Support parents to participate in drug treatment through direct provision of counselling, referrals, and/or linkage to and collaboration with AOD workers
- Liaise professionally with agencies and workers involved with the family
- Provide client education on drug and alcohol use during pregnancy and whilst breastfeeding, and promoting the use of specialist obstetric, and maternal and child health services
- Advocate for the needs of family members
- Assist, organise and co-facilitate school holiday programs for children and their parents
- Work collaboratively with other drug and alcohol agencies to increase the level of child, parenting and family support offered to their clients
- Provide support and share expertise with other case managers
- Participate in the ongoing development of the Kids in Focus program towards the achievement of the program's objectives
- Contribute to the continuing development of OHV Child Safety policy and procedures and ensure that all staff and program areas promote and adhere to child safe practices
- Provide secondary consultation to professionals working with substance abuse and family issues
- Participate in professional forums and the development of professional networks
- Present work and knowledge at forums and conferences
- Attend regular staff meetings and in-service training sessions
- Maintain records of activities (including detailed client case notes) and provide reports as requested

Key Selection Criteria

1. High level communication skills, both written and oral, particularly in relation to:
 - working as part of a multi-disciplinary team
 - establishing rapport with children of all ages and their families; and
 - forming and maintaining effective relationships with internal and external parties
2. Ability to exercise judgement and contribute critical knowledge where solutions may not be clearly defined
3. Ability to work in a highly motivated, self-directed, ethical and results driven manner
4. Sensitivity to the needs of all family members including children and parents
5. Commitment to a strengths-based approach to practice
6. Ability to collaboratively develop client plans and undertaking therapeutic, child and family interventions in groups, families and with individuals
7. Strong organisation and time management skills with the ability to work autonomously
8. Ability to find and implement effective and timely solutions to problems
9. Knowledge and understanding of:

- child and family developmental processes;
- family violence interventions;
- alcohol and other drug /mental health issues;
- risk and protective factors for child social, emotional development and Family Functioning
- current relevant legislation and policies.

Essential Requirements

- Relevant Health, Social or Welfare related qualifications and experience
- Certificate IV Alcohol & Other Drugs, or willingness to complete critical competencies
- Specialist knowledge in areas such as family therapy, mental health, family violence, attachment and trauma informed practice, etc.
- Satisfactory outcome of a confidential Police Check and Working with Children Check. OHV is committed to child safety and is a child safe organisation
- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Possession of a current Victorian Driver's License.
- Proficient Information technology skills, including Microsoft Office suite.
- Eligibility to work in Australia.

Desirable Requirements

- First Aid Certificate.
- Current knowledge of OH&S practices.
- Registration with relevant professional body.
- Understanding of MARAM
- Understanding of Information Sharing Schemes (FVISS & CISS)
- Caring Dads Facilitation