

## POSITION DESCRIPTION

<b>1. POSITION TITLE</b> Early Intervention Parenting Partner Permanency Support Program	<b>2. POSITION LOCATION</b> Newcastle, Hunter and Manning areas	<b>3. DIRECT MANAGER</b> Care Team Manager – Permanency Support Program
<b>4. SERVICE AREA</b> Permanency Support Program	<b>5. CLASSIFICATION</b> SCHADS Level 5	<b>6. POSITION STATUS</b> Permanent Full-time/Part time
<b>7. POSITION SUMMARY</b>		
<p>In October 2017 the new Permanency Support Program was launched to replace the previous Out of Home Care. This sector wide change redirected our focus to one that is centred on safety, permanency and wellbeing for children, young people and their families and kin. The changes aim to give every child and young person the chance to have a loving, permanent home for life, whether that be with his or her parents, extended family or kin, or through open adoption or guardianship. There is an acknowledgement that there will be a need for some children to remain in long term care due to complex needs and circumstance.</p> <p>The implementation of the Permanency Support Program is one of the most significant changes to the child protection and out-of-home care system in decades and is part of a broader suite of reforms under Their Futures Matter. The Permanency Pathway will be developed and actioned by a multidisciplinary circle of practitioners, clinicians/therapeutic specialists, birth parents, carers and the child/young person. The various roles within the circle will cover Care Team Coordinator, Permanency Planner, Early Intervention Parenting Partner, and Life Story &amp; Cultural Planner, Carer Engagement Facilitator, Care Team Support Worker and Therapeutic Specialist.</p> <p>As part of the Care Team the Early Intervention Parenting Partner will work (primarily) alongside our carers to support them in further developing their therapeutic parenting knowledge and skills. From time to time this role may also work alongside birth parents to support them to develop their parenting capacity.</p>		
<b>8. PERSONAL ATTRIBUTES / SELECTION CRITERIA</b>		
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A commitment to the Vision, Mission and Values of our organisation.</li> <li>• Relevant experience and degree qualifications (or working towards) in social work, psychology, allied health, nursing, education or other social sciences.</li> <li>• Demonstrated compassion towards and understanding of the holistic and therapeutic needs of children and families affected by trauma.</li> <li>• A solid understanding of the importance of the first one thousand days, child development and an interest in assisting other to enhance their therapeutic parenting capacity.</li> <li>• Ability to respectfully engage with and mentor carers (or birth families) who come from many different walks of life and who may not be familiar with the notion of therapeutic parenting.</li> <li>• Demonstrated capacity to work independently (often in families' homes) and as part of a team. Working in close collaboration with the Therapeutic specialist in particular.</li> </ul>		

- Experience in contributing to and interpreting Behaviour Support Plans and modelling agreed intervention strategies in home environments.
- High-level interpersonal skills relating to effective communication, attention to detail, ability to inspire others and contribute to a positive team culture.
- Flexibility in being available outside of core business hours in performing duties of this position.

## 9. CHECKS/LICENCES

- Degree qualifications (or working towards) in social work, psychology, allied health, nursing, education or other social sciences.
- Current driver licence and use of own vehicle with comprehensive car insurance.
- Current paid Working with Children Check.

## 10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, disability, community services, mental health and Permanency Support Programs. All staffs are required to work within the ethos of the Catholic Church.

## 11. MISSION – VISION – VALUES

### **Our Mission**

*CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.*

### **Our Vision**

*For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.*

### **Our Values**

*Respect – We show consideration for ourselves and others, whilst recognising each other's differences*

*Justice – We believe in, actively seek and encourage, equality for all*

*Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.*

*Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement*

*Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.*

12. PERFORMANCE		
Key Performance Area	Key Tasks	Performance Indicators
Development and delivery of therapeutic parenting approaches and interventions.	<ul style="list-style-type: none"> <li>Assist in implementing Therapeutic models of care ARC+C, PACE &amp; NMT with care team including children, birth families and carers.</li> <li>Work along side carers to support them in developing their learning about therapeutic parenting and assist them when dealing with specific challenging behaviours that arise when requested.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of positive change and more therapeutic interactions in placements and amongst carers, parents and staff members.</li> <li>Evidence that all new carers have participated in a training session with the ARC trainer and the EI Parenting Partner.</li> <li>Evidence of more settled, sustainable family life.</li> </ul>
Report writing, record keeping and reporting	<ul style="list-style-type: none"> <li>Help to develop and implement Behaviour Management Support Plans (BMSPs), in line with legislation and operational requirements.</li> <li>Develop, implement and monitor general family support plans, in line with Therapeutic care model and in care team consultation.</li> <li>Maintain quality records for all interactions as per legislative and operational requirements.</li> <li>Ensure all policies and procedure and legislative requirements are adhered to by following the HUB workflow processes.</li> </ul>	<ul style="list-style-type: none"> <li>All plans are accurate, well researched and up to date on CTARS database.</li> <li>All written documentation reflects our values and strength base approaches when working alongside vulnerable families.</li> <li>All case notes are up to date and entered in a timely manner. Relevant aspects of case management plans are up to date.</li> <li>Evidence of all work being done according to workflow and consequently no feedback from funding or legislative bodies regarding outstanding issues.</li> </ul>
Participate and contribute to the team structure	<ul style="list-style-type: none"> <li>Contribute to the development and promotion of educational and training initiatives to ensure staff and carers, children and families are well informed in the implementation of the Therapeutic Care model ARC+C and MNT.</li> <li>Attended and participate in all team meetings, staff development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at team meetings and staff development workshops.</li> <li>Active participation in wider PSP team meetings and team building, and reflective practice sessions is evidenced.</li> <li>Evidence of participation in reflective practice, feedback sessions resulting in</li> </ul>

	<p>and other meetings where appropriate.</p> <ul style="list-style-type: none"> <li>• Take responsibility for giving and receiving feedback within the team setting.</li> </ul>	<p>changed/developed practice.</p>
Confidentiality	<ul style="list-style-type: none"> <li>• Maintain absolute confidentiality at all times in relation to the stakeholders and the operation of the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidentiality is maintained in regards to stakeholders, staff and service operations.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Abide by all CatholicCare and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy.</li> <li>• Participate in organisational events, development and strategic planning activities, and external meetings.</li> <li>• Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities.</li> <li>• Maintain own professional practice &amp; awareness of current research in practice.</li> <li>• Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures.</li> <li>• Other duties within the scope of the position that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• All behaviours reflect organisational expectations as per the Code of Conduct policy.</li> <li>• Information is provided to relevant bodies regarding children at risk in a timely manner.</li> <li>• Evidence that relevant meetings and events are attended and team member practices a positive working relationship with colleagues.</li> <li>• Evidence of attendance at supervision sessions.</li> <li>• Evidence that professional practice is in line with current evidence based programming.</li> <li>• All WHS policies and procedures are followed.</li> <li>• Evidence of participation in other duties.</li> </ul>

### 13. KEY RELATIONSHIPS & COMMUNICATION

RELATIONSHIP	PURPOSE & FREQUENCY
Children and other PSP team members	Daily to provide support and intervention to children and young people in the PSP.
Care Team Manager	Regular contact to establish and maintain work including regular operational supervision.
Carers and external stakeholders	Regular contact to deliver outcomes for children in care.

## 14. SIGNIFICANT CHALLENGES

What?	Why?
1. Working in a fast paced, multidisciplinary team in an environment of demanding workloads, challenging situations and practical and emotional stressors.	<ul style="list-style-type: none"><li>• The nature of working with traumatised and grieving children and subsequent challenging behaviour creates challenges for carers, caseworkers and all supporting staff.</li><li>• Working with Family &amp; Community Services and carers can be challenging in order to achieve consistency in terms of planning and service delivery for each child and young person in the PSP.</li></ul>
2. Change Management	<ul style="list-style-type: none"><li>• This program is undergoing significant change and growth both within the sector and internally.</li></ul>

## 15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

## 16. LEGISLATION & CATHOLIC CARE POLICY

### Occupants must:

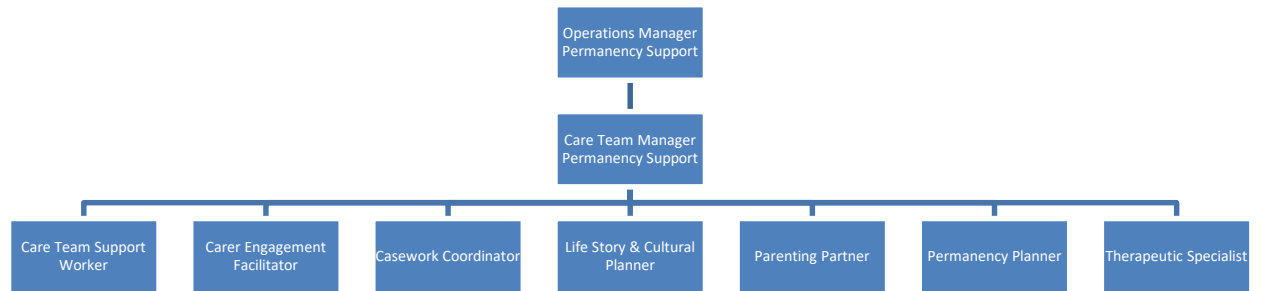
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current drivers licence;
- Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations;
- Not take advantage of their role in CatholicCare for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

## 17. EXPECTED EMPLOYEE BEHAVIOUR

### Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare.
- Display respect for themselves and their colleagues.
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve.
- Work with residents/People We Support in line with relevant legislation.
- Attend staff meetings and compulsory education when required.
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support.

## 18. ORGANISATIONAL CHART



<b>Position Description last reviewed:</b>	1/05/2018	<b>Next review due:</b>	1/11/2018
<b>Occupant Signature:</b>		<b>Date:</b>	