MARGARET JURD COLLEGE –SHORTLAND & LAMBTON

Position Title: CASEWORKER

Accountability: Responsible to the manager of The Margaret Jurd College.

Selection Criteria

Essential

As per the Children and Young People Care and Protection Act 1998 (prohibited employment act 1998) All staff at Margaret Jurd Learning Centre are subject to a Working With Children Check carried out by the employment screening unit of NSW Commission for Children and Young People.

- Tertiary qualifications in Welfare, Education or related fields
- Demonstrated experience working with young people who have behavioural/mental health diagnosis and/or disadvantaged lives.
- Demonstrated experience in case management and group work program development and implementation.
- Demonstrated commitment to maintaining a positive environment within a team
- Ability to support young people in class with school work at a basic year 10 level.
- Ability to participate in the schools PE/Sports program.
- Demonstrated experience in establishing and maintaining positive working partnerships with relevant service providers for referral purposes
- Demonstrated capacity to work autonomously
- Demonstrated problem solving ability and negotiation skills
- Demonstrated Proficiency with Microsoft Office applications
- A commitment to work within the ethics and belief of the Uniting Church in Australia
- Current working knowledge of all legislative requirements for school staff inclusive of all aspects of Child Protection Legislation, Duty of Care requirements and Work Health and Safety
- Unrestricted Drivers Licence
- Ability to provide 24 hour on-call service on a shared 5 day roster.

Desirable Criteria
Senior First Aid
Own Vehicle

Award:

- SOCIAL, COMMUNITY, HOME CARE AND DISABILITY SERVICES INDUSTRY ("SCHCDSI") AWARD. Level 5 The school may also provide salary sacrifice benefits which may assist your take home pay.

- In line with Centres hours and weeks of operation all annual leave is to be taken within school holiday periods and pre-approved by Centres Manager. A Minimum of two weeks annual leave is to be taken in the December – January School holiday period.

General Requirements

It is requirement of employment that all staff at Margaret Jurd College maintain a commitment to maintaining a sound knowledge of and a working practice which reflects the following policies procedures and legislation.

- Children and Young Persons (Care and Protection ) Act 1998
- Children and Young Persons (Care and Protection –Child Employment) Regulations 2005
- NSW Interagency Guidelines for Child Protection Intervention 2006 edition (Keep Them Safe)
- NSW Ombudsman Act 1974,
- Work Health and Safety Act 2011
- Margaret Jurd College Policy on Confidentiality.
- Margaret Jurd College Code of Ethics
- Ethics and Beliefs of The Uniting Church in Australia
- Fire and Safety regulations.

Margaret Jurd College Policy and Procedure Manual is made available to all staff in both soft and hard copy. All legislative and Affiliated responsibilities including but not limited to those listed are distributed to all staff upon commencement. It is a requirement of employment that all staff maintain an up to date working knowledge and adhere to the policies and procedures of Margaret Jurd College. Breach of Policy may result in staff coming subject to the Margaret Jurd College disciplinary procedure for Staff.
## Statement of Duties

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<thead>
<tr>
<th>Function</th>
<th>Service Provided</th>
<th>Required Input</th>
<th>Expected Output</th>
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| **CASEWORK** | • Provide case management support to clients who are students of Margaret Jurd College  
• To provide appropriate emotional and practical support in relation to individual case management plans, the implementation of educational plans and individual need.  
• To work in conjunction with teaching, residential, class room support staff and parents/carers for individual students’ case plan implementation across the program.  
• Maintain accurate up to date documentation in client files, accurate statistical information and client records necessary for accountability and reporting purposes  
• Attend client case conferences and planning meetings when required  
• Attend team meetings and IEP meetings weekly or as required  
• To regularly evaluate the Case Management program in conjunction with the Manager and team of Margaret Jurd Learning Centre  
• To regularly record and review | • | • Structured client driven case management plans with clear, achievable goals.  
• Regularly updated IEP’s and Case Plans  
• Regularly updates student progress notes  
• Monthly reports to the coordinator outlining all statistical data required  
  o Caseplan update for each client  
  o Referrals made  
  o Advocacy provided  
  o Parent contact  
  o Court support  
• Documented case conference. Case review and planning meeting outcomes  
• Exit plans for each students planned transition.  
• Documented input by parents/caregivers into student IEP’s and Case plans (where possible) |
client’s progress regarding case plans, IEP’s.

- To make relevant referrals to specialist services.
- To advise the Manager of any problems, difficulties, affecting the smooth running/operations of the Case Management program/ service delivery.
- Facilitate and/or attend case conferences and case reviews as requested by the manager.
- Provide on-call support to the residential program within the On-Call roster of Margaret Jurd Learning Centre.
- Maintain up to date knowledge and maintain a commitment to Occupational Health and Safety within the workplace.
- Maintain up to date knowledge and a commitment to the implementation of child protection legislation within Margaret Jurd Learning Centre.
- Provide input into policy development, reporting requirements and program development.
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<thead>
<tr>
<th>STUDENT SUPERVISION AND SUPPORT</th>
<th>CHILD PROTECTION AND OTHER LEGISLATIVE REQUIREMENTS</th>
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<td>• To provide playground duty, sports duty and facilitation of group work programs as required by Coordinator/Manager.  • To attend school camps and excursions  • Provide in class support to students when required  • Participate in Sports, PE and school camps as required.</td>
<td>• Reporting all identified Child protection issues to the Coordinator and CS using the Mandatory Reporters Guide and the Mandatory Reporters Line.  • Referral of clients to specialist services  • Maintain up to date training as required for all Mandatory Reporters i.e. identify and respond to risk of harm.  • Maintain up to date knowledge in WHS legislation  • Actively respond to any identified WHS risks within the workplace  • Maintain professional boundaries with students and their families in line with Margaret Jurd College Policies and Procedures</td>
<td>• Students provided with adequate levels of staff supervision across all areas of the program  • Documented Reports and fax receipts from CS</td>
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<td>GROUP WORK</td>
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<td>NETWORKING</td>
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<td>• Develop and implement group work programs in line with program targets and clients identified areas of need.</td>
<td>• Maintain good working relationships with external agencies for purpose of referral.</td>
<td>• Represent the College at network meetings and interagency meetings when required</td>
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<td>• Ensure that all activities inclusive of excursions are planned with full risk assessment documentation and permissions in place.</td>
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<td>• To promote the Centre to relevant organizations and agencies</td>
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<td>• Documented group work programs inclusive of resources.</td>
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<td>• Copies of Risk assessments implemented and authorised by the coordinator.</td>
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- Provide written reports as required by the Coordinator and/or manager.
- Follow any reasonable direction of the Manager or her delegate.