

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Caseworker Care Services
Directorate / Service / Program	Family Support & Care Services
Reports to	Team Leader Kinship care
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 5
Date Revised	March 2025

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

The Caseworker Care Services role is responsible for providing support for children and young people placed with kinship carers, approved by the Department Families, Fairness and Housing (DFFH), across the City of Greater Geelong, Borough of Queenscliff, Surf Coast, Colac, Otway and Corangamite Shires.

The key objectives of this role through are to:

- Provide direct case management support for children in kinship arrangements and their carers in accordance with their case plan.
- Work collaboratively with carers, children, young people, extended families and professionals to establish and maintain kinship care placements.
- Deliver a range of information, education, referral, and support activities to kinship carers in Geelong, Surf coast, Colac, Otway and Corangamite areas.

- Undertake comprehensive carer assessments, including reviews and permanent care assessments with kinship carers, children and their wider family.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

- Provide case management that demonstrates understanding and knowledge of:
 - issues relating to the placement of children in out of home care and key themes for kinship care arrangements;
 - Theories and frameworks of child development, attachment, trauma, loss and grief and permanency planning principles;
 - The relationship between resilience, risk factors and protective factors;
 - The Best Interest Case Practice Model, family decision making principles, strengths based, child centred and family focused approaches.
- Work collaboratively with children, carers, their families, the community, and other professionals to ensure the cultural safety and best outcomes for children are achieved.
- Provide comprehensive risk assessment in relation to safeguarding children and young people in line with the child protection manual.
- Participate in and bring skills and knowledge to carer support groups and other group activities and programs within the organisation.
- Operate within the legislative requirements of Child Safety and Children Youth and Families Acts (CYFA) 2005.
- Participate in roster for the provision of the After Hours On-Call support to contracted kinship care placements (weekly rotation of 10-12 weeks)
- Meet the reporting requirements of the program using CRIS/CRISSP and LAC (Looked After Children)
- Actively participate in regular informal and formal supervision and annual performance appraisals.
- Support and participate in the agency's continuous quality improvement process.
- Make an active commitment to the development and maintenance of a cohesive team and participate in team and agency meetings, staff development and team planning
- Operate within the agency's values, policies, standards, procedures and guidelines.
- Other reasonable duties as directed.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

Qualifications, Skills, and Experience

- A tertiary qualification in social work, psychology, or a related discipline, together with experience in a similar role.
- Demonstrated experience in working with and understanding the developmental and therapeutic needs of vulnerable children who have lived with abuse and neglect.
- Well-developed verbal and written communication skills in preparing detailed, logical and concise reports, case notes and court documentation.
- Demonstrated experience in maintaining client records and agency databases.
- An understanding of the Children, Youth and Families Act 2005, including the information sharing provisions, child protection frameworks and practices underpinned by legislation.

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli employees
- DFFH/Child Protection
- Schools and early education providers
- NDIS providers
- Police/SOCIT
- Children's Court Victoria
- Various community agencies

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Sometimes
Driving, in & out of vehicles <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Often
Bending, lifting, pushing, pulling	Rarely
Working alone or at a co-located site	Often
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)</i>	Often
Working outside in differing weather conditions	Rarely
Working on-call and/or after hours	Sometimes
Attending external locations including client homes	Often

Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are

committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.