

KARINYA HOUSE CASEWORKER

- Caseworker/ Social Worker/ Maternal & Child Health Nurse
- Opportunity to negotiate flexible working hours - Up to 70 hours per fortnight (worked across 3-4 days per week).
- Applications will be assessed as they are received.

At Karinya House, we believe in making a difference for women in our community and for generations to come. We believe that every woman who is pregnant or parenting should be surrounded by care, compassion and the practical support she needs. We believe that, with the right support, every woman has the strength to make change in her life.

We are small, specialised and grassroots. Working from a social justice perspective, we are non-aligned, non-affiliated with religion or politics and do not judge. We enable and support; and treat our team as we would the women we walk alongside, recognising the unique skills of each member of our close-knit team.

WHAT YOU WILL DO

- Build relationships with women and walk alongside them as they navigate the complexities of pregnancy and parenting, to help support them to be the best parents they can be.
- Create a caring, non-judgmental space of trust and safety for women.
- Co-develop flexible care plans with women, to meet their expressed priorities.
- Work with women within the timeframes that they set.
- Harness a range of resources and opportunities to best support women.
- Use cloud-based systems to document each woman's unique journey.

WHO WE ARE LOOKING FOR

- Individuals of diverse backgrounds who are committed to giving back to their community, by improving outcomes for women who are pregnant and parenting.
- Demonstrated understanding of working from a Trauma Informed Care framework.
- Demonstrated experience in working with women and/or families experiencing homelessness, and/or domestic/family violence, and/or mental health, drug and alcohol issues, or engaged with the child protection system.
- If you are someone who is respectful, caring, and flexible, someone who is driven by impact, values and a desire to see change in your community – then Karinya House is the place for you.

karinyahouse.asn.au

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KARINYA HOUSE OFFERS:

- An opportunity to work from a social justice framework, within a small, specialised, grassroots, well regarded Canberra organisation. An organisation that is not aligned to any religious and political perspectives.
- An opportunity to make a direct impact in the community, by empowering and supporting women who are pregnant or early parenting.
- An ongoing role within an inclusive, diverse, caring and compassionate team. Where our team members are treated in the same way we treat the women we walk alongside – with respect and compassion.
- Access to external professional supervision, and a comprehensive Employee Assistance Program.
- Ability to negotiate hours, within the span of 8am – 5pm. Including paid lunch breaks when breaks taken on-site.
- Attractive tax-free salary packaging benefit
- Salary is Level 5 SCHCADS Award 35 Hours per week: \$86,687 - \$90,611, plus super.
- On-site free car parking

For further information on the position, please contact **Belinda Munn, Services Director**:

- by email to belinda.munn@karinyahouse.asn.au using the subject line: **Caseworker enquiry**, or
- by calling: 0408 095 243.

Applications from suitably qualified and experienced candidates are currently open and will be assessed as they are received.

POSITION DESCRIPTION - CASEWORKER

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| Position | Caseworker |
| Line Supervisor: | Services Director |
| Hours: | Up to 35 hours per week. Exact hours and days to be negotiated. Preference is for an appointment of between 3-4 days per week. Standard hours are no more than 8 hours per day, worked between the span of 8am – 5pm, Monday - Friday |
| Contract Type: | This is an ongoing position, subject to available funding. |
| Classification: | Grade 5 Social, Community, Home Care and Disability Services Industry Award 2010 Salary range for 35 hours per week is: \$86,687 - \$90,611** or pro-rata, plus 11% Superannuation ** Includes up to \$17,500 flexible salary packaging including meal and entertainment. |

Karinya House Overview

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. For over 25 years, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principles of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-religious, non-government and non-judgemental organisation.

Position Function

A Caseworker, under the broad direction of the Services Director, provides direct support to women and their babies/families through an individualised and flexible case management plan. A Caseworker builds a working relationship with the women they work with and creates a non-judgemental space of trust and safety within which women can commence addressing their needs and goals.

A caseworker works to foster and progress the Vision and Core Purpose, of Karinya House, through the implementation of the Karinya House Practice Framework. An ability to work compassionately with pregnant and parenting women and families with complex needs and promote their empowerment and independence is an essential requirement of this position.

A caseworker must demonstrate an ability to think analytically, to respond to change and be flexible in service delivery. They also need a high level of interpersonal and communication skills (both oral and written).

Duties

A Caseworker shall, in addition to the responsibilities outlined in [Social, Community, Home Care and Disability Services Industry Award 2010](#) provide:

1. Casework Services

- I. Promote a supportive and caring atmosphere within the service and attend to matters in accordance with organisational policies and procedures.
- II. Provide support to residential and outreach clients, in line with Karinya House's Practice Framework and related case management policies and procedures.
This includes:
 - a. Establishing and maintaining effective relationships with clients that encourages self-determination, agency and engagement.
 - b. Co-develop and support the implementation of individualised case management plans with clients that address the strengths, priorities and goals of a client.
 - c. In collaboration with clients assess client's strengths and priorities on an on-going basis and adjust case management plan as required to ensure the case plan continues to meet client goals.
 - d. Support clients to develop their parenting skills, and to access established community supports.
 - e. Identify safety or care issues and report concerns in accordance with organisational policies and legislative requirements.
 - f. Undertaking home visits.
 - g. Advocating with and on behalf of clients regarding housing, legal and medical issues, amongst others.
 - h. Contributing to the Karinya House peer support/ education group program.
 - i. Provide transport to clients attending medical, legal or housing appointments.
 - j. Maintain and respect privacy and confidentiality of all Karinya clients.
 - k. Work closely with Casework team to ensure best practice and consistency with case management.
- III. Have a sound knowledge of the community and health sectors and appropriately refer clients.
- IV. Contribute to the Karinya House on-call roster.
- V. Respond to phone enquiries and referrals in an appropriate manner.
- VI. Maintain accurate and timely cloud-based client files.

2 Operational Duties

- I. Work flexibly to address organisational and client needs as required.
- II. Contribute to the identification of service gaps and participate in a culture of innovation and continuous improvement by contributing to the regular review of activities, processes and systems and appropriately respond to feedback.
- III. Undertake administrative duties within a cloud-based system in a timely manner.
- IV. Contribute to the safe and effective operation of the organisational assets through undertaking of cleaning, maintenance or other related tasks.
- V. Maintain the highest level of professionalism, cultural sensitivity and adherence to organisational policy and procedures on Equity and Diversity and Workplace Health and Safety (including incident reporting in the performance of the responsibilities of the position).
- VI. Contribute to the effective and respectful use of volunteers to support the organisational goals.

3 Other Activities

- I. Attend professional training as required.
- II. Participate in staff meetings.
- III. Represent the Association in Sector and other meetings as required.
- IV. May be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with the role.

Position Requirements

- Degree or Associate Diploma in social science, community services, social work, psychology, health (nursing, occupational therapy) or related field, and relevant experience, **OR** extensive demonstrated experience and expertise in working with pregnant and parenting women and/or families.
- Demonstrated understanding of working from a Trauma Informed Care framework.
- Demonstrated experience in working with women and/or families experiencing homelessness, domestic/family violence, mental health, drug and alcohol issues, or engaged with the child protection system.
- An understanding of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities.
- An understanding of case management practices including case file management.
- Demonstrated ability to work collaboratively and productively within a team but take initiative and responsibility for own areas of work and manage competing demands.
- Demonstrated ability to think clearly and analytically to respond to unexpected situations as they arise in an appropriate manner and in a way that promotes a woman's sense of agency.
- Excellent communication and interpersonal skills which can be appropriately used when working with clients, colleagues, government departments and community organisations.

- Demonstrated high-level computer literacy with ability and willingness to embrace new technologies and use cloud-based technology to manage client files.
- Demonstrated knowledge of workplace obligations, and experience in contributing to workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace.
- Current unrestricted Drivers Licence.
- Current First Aid Certificate (including CPR), or ability to obtain one prior to commencement in the role.

Position Notes

- Aboriginal and Torres Strait Islander People, or people from Culturally and Linguistically Diverse Backgrounds are especially encouraged to apply.
- Identifying as female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- You must have rights to work in Australia.
- Prior to commencing employment, you will be required to obtain the following, at your own cost:
 - Working with Vulnerable People Clearance.
 - Driving/ Licence record for the last 10 years from the relevant state/territory authorities, where you have held a driver's licence during this period.
- You will be required to undergo a pre-employment:
 - National Police Check.
 - Child and Youth Protection Service Records Check.
 - Medical Check.
- Karinya House is located in a residential area in North Canberra. The location offers free on-site parking and bus connections.

Submitting an Application

For further information on the position, please contact Belinda Munn, Services Director, on 0408 095 243 or belinda.munn@karinyahouse.asn.au

Applications from suitably qualified and experienced candidates are currently open, and will be assessed as they are received. Please submit your application as soon as possible.

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A brief response to how your experience and qualifications meets the selection criteria.

Expressions of Interest should be submitted to: Belinda Munn - Karinya House, Services Director
belinda.munn@karinyahouse.asn.au

At your earliest convenience