

## Position Description

Position Title:	Transitional Assistance Program Case Practitioner
Position Classification:	Level 4. Pay point dependent on qualifications and experience.
Award and employment conditions:	<ul style="list-style-type: none"><li>○ Social, Community Home Care and Disability Services Industry Award 2010;</li><li>○ Salary sacrifice up to 30% of gross salary is available.</li><li>○ Leave loading of 17.5% applies</li><li>○ Portable Long Service Leave contributions</li></ul>
Position details:	<ul style="list-style-type: none"><li>○ 38 hours per week</li><li>○ Fixed term family leave contract until 31 January 2025.</li><li>○ Position is funded by the Department of Families, Fairness and Housing</li></ul>
Accountability:	Transitional Services Manager
Date:	April 2024

### Our vision:

Strengthening generations to create sustainable communities

### NESAY's Child Safe Standard Statement:

NESAY is committed to promoting and enabling all children and young people to feel safe, have their voices heard, be empowered and have their diversity valued and respected.

At NESAY we do not tolerate any form of child abuse and take all allegations of child abuse seriously and we will respond to any concerns of abuse in an informed manner.

### Strategic goals and objectives:

#### Our 10 year vision is:

"To be the best provider of transitional services for young people in Australia and Internationally"

#### Our strategic plan goals (2021-2024) are:

- Be bold: We won't just think it – we will do it! We will take action to create opportunities for young people to be heard and thrive
- Be inclusive: We will support our communities to be able to respond and show their care for young people
- Be leaders: We will be active and courageous leader. We will step to the front and create pathways for young people and their families

### **Our Values**

- Inclusion
- Respect
- Integrity
- Innovation
- Accountability

### **Practice Philosophy**

NESAY provides a safe and welcoming place for young people and their families to engage with the support they need. Our team uses a strength based and trauma informed approach that is person centred and underpinned by the principles of social justice.

### **NESAY as an organisation:**

- We are an incorporated association primarily funded through agreements with Victorian and Commonwealth Departments and their agents
- We are governed by a community elected Board of Governance.
- NESAY is an independent organisation. We have no structural links with churches, institutions, or governments.
- We provide a range of services for young people and their families across the Ovens Murray region that are aimed at supporting young people experiencing homelessness, family breakdown/violence, mental health and wellbeing, and those needing support to engage at school, develop independent living skills.
- NESAY's home is in Wangaratta. We provide regular service delivery to other communities in our region
- We have a service model that enables flexible workplace arrangements to meet the needs of the people accessing services, the community, and our team
- All NESAY team members are required to be committed to continuous improvement activities, comply with legislative requirements, and adhere to our code of conduct

### **Position purpose:**

- Transitional Assistance Program supports young people who are at risk of or experiencing homelessness, by providing case management support.
- Transitional Assistance Program works with young people to identify their strengths and goals and work towards achieving sustainable housing.
- Transitional Assistance Program assists young people reduce barriers to housing, and assist in learning skills for independence.

### **General responsibilities of position:**

- To provide support and assistance to young person as per program funding guidelines
- To provide practical support to young person to encourage them to use their own strengths, and address difficulties that are impinging on their wellbeing or functioning. To link into other support services.
- In conjunction with the Team Leader/Manager, to implement and regularly review individual case plans.
- To participate in case review and support with the Team Leader/Manager, other NESAY workers and other agencies currently working with the young person.
- Assist current NESAY young person where possible in the absence of their own case practitioner or appropriate personnel
- Deliver group programs as a co facilitator as required
- To provide an outreach service within our service delivery area
- To participate and undertake research projects as required
- Maintain file notes and young person records as per agency policy. Record young person's data as per program guidelines
- Undertake any compulsory training outlined
- To provide a prompt follow up from intake assessment and coordinated response to referral received.
- Ensure that young person's confidentiality and privacy are maintained at all times.
- To develop and build positive relationships/networks with stakeholders and service providers

### **Team responsibilities:**

- To work as part of a multi-disciplinary team, liaising with and referring to other team members and NESAY programs as required.
- To actively participate in staff, team meetings and other agency activities as required.
- To represent NESAY in local and regional service network meetings.
- And any other duties appropriate to the program as directed by the Team Leader or Community Services Manager.

### **External Liaison**

- Key stakeholder agencies
- Education & Training Institutions.
- Local Government agencies
- Other relevant agencies and community/health service providers.

## Key Selection Criteria

- Hold an appropriate tertiary qualification in welfare, social work, or related social science.
- Highly developed conceptual, analytical, verbal, and written communication skills.
- Demonstrated understanding of the importance of confidentiality, client privacy and security.
- Proven experience in developing/maintaining good teamwork and fostering a positive working environment.
- Ability to optimise organisational resources and to determine priorities.
- High level of computer literacy
- Current Victorian Driver's license

**All appointments are subject to the successful candidate undergoing a satisfactory National Police check clearance/s and holding a valid Victorian Working with Children's Check. Please note, it is the responsibility of the individual to organise an International Police Check, if they have resided overseas for twelve months or more in the last ten years.**

## Acceptance

I acknowledge receipt of, and accept the responsibilities outlined in the Transitional Assistance Program Case Practitioner Position Description.

Transitional Services Case Practitioner's name:

Signed:

Date: \_\_\_ / \_\_\_ / \_\_\_

Transitional Services Manager's name:

Signed:

Date: \_\_\_ / \_\_\_ / \_\_\_