



# Bulgarr Ngaru Medical Aboriginal Corporation

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<b>Job Title:</b>	Female Intensive Family Based Services Caseworker	<b>Job Category:</b> <b>Salary range:</b>	Level 3
<b>Award</b>	Health Professionals and Support Service	<b>Position Type:</b>	full-time – 38 hour week or job share opportunity available

## Job Description

### Job Purpose:

The Aboriginal Intensive Family Based Service (IFBS) provides an intensive, time-limited, home-based program for Aboriginal families in crisis (and includes extended families). Children and young people in these families are at risk of entering the Out of Home Care (OOHC) placement due to protective concerns, or they have been placed in OOHC.

The key outcomes of the IFBS program are that Aboriginal children and young people at imminent risk of placement in OOHC can stay at home while their family continues to work towards providing a safe, stable and nurturing environment, that Aboriginal child and/or young person's immediate or extended family has begun to address issues and made suitable changes that work towards providing a safe, stable and nurturing environment, and if the Aboriginal children and young people are in OOHC that their placement is safe, stable and nurturing.

This Female Aboriginal identified position would be responsible for implementing the IFBS program in accordance with the IFBS model and Service Provision Guidelines.

### Organisational Relationships:

- This position reports directly to the IFBS Manager Casework at Bulgarr Ngaru Medical Aboriginal Corporation (BNMAC) located at Grafton.

### Primary Responsibilities of the IFBS program;

1. Protect children and young people,
2. Stabilise the crisis situation,
3. Prevent placement into Out of Home Care,
4. Build on family skills and strengths,
5. Maintain and strengthen family bonds,
6. Work in partnership with families and communities,
7. Facilitate and encourage use of community based and interagency services by families,
8. Identify and use culturally appropriate methods, services and service providers,
9. Re-establish family and community ties when restoring children and young people with their immediate and extended families,
10. Identify service and activity needs of families' and, where necessary, work with other agencies to develop culturally appropriate services and activities to meet these needs.

**Please Note:** *It is mandatory for the IFBS Caseworker to attend IFBS training.*

### Key Responsibilities of the IFBS Caseworker.

- Provide casework support to identified families on a 24 hour a day, 7 days a week basis.
- Provide a 12 week intensive casework intervention support program and maintain contact with the child

and their family during this intervention period.

- Set specific goals with family members, aimed at addressing the child protection concerns and reducing the risk of out of home care placement.
- Work collaboratively with the child's family and appropriate cultural and community representatives to ensure relevant planning, review and family conferencing processes as required.
- Coordinate service providers identified in the case plan so that services are implemented in a timely and effective manner.
- Conduct crisis home visits and telephone counseling as required.
- Participate in on-call roster to accommodate the 24/7 aspect of the model and after hours availability.
- Consult the IFBS Manager on a regular basis.
- Completion of mandatory training and induction as provided,
- Maintain accurate file management procedures, including entering all case notes and progress/conclusion reports into the IFBS Connect Portal,
- Maintain statistical records and data bases to support regular reports addressing achievements against KPI's and expected outcomes,
- Participating as required in project evaluations.
- Immediately report any suspected risk of significant harm concerns.

### Selection Criteria:

#### Essential

- Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- Female staff member is a genuine occupational requirement of this position
- Must have current NSW Working with Children's check and Police Check
- COVID vaccination certificate
- Understanding and knowledge of Aboriginal culture and contemporary issues facing the Clarence Valley Aboriginal communities.
- Strong understanding of Child Protection and how it relates to Aboriginal child and family welfare,
- Casework skills experience and a proven ability to build good working relationships with mainstream and Aboriginal services.
- Excellent organisational and time management skills.
- Current driver's license
- A good standard of computer skills, including applications such as Word, Excel and PowerPoint.
- Demonstrated interpersonal/communication skills including written, verbal and negotiation skills.
- Ability to deal effectively with clients in crisis or "difficult" situations.
- Prepared to attend IFBS training and any other mandatory training as required.

#### Desirable:

- Tertiary qualifications within a social work, psychology or a relevant discipline or a minimum of three years experience working within a welfare framework.
- Knowledge of relevant legislation pertaining to the protection of children and young people.

#### **Requirements of the Position**

1. Agree to undertake background checks as required by BNMAC.
2. Familiarise, comply and abide with all BNMAC Policies and Procedures.
3. BNMAC health care. You must maintain Confidentiality with regard to patient's information. You will be required to sign a Confidentiality Agreement when you take up your position. Breaches in Confidentiality will not be tolerated. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.
4. Wear appropriate uniforms and identification at all times.
5. Participate in compulsory staff training, internal and external training to update and maintain your qualifications, knowledge and skills.
6. Maintain the highest professional standards when representing BNMAC. Communicate in a professional and positive manner about the organisation at all times.
7. A NSW Drivers Licence is essential for this position, a copy of the current licence is to be provided when you take up employment. Failure to keep that licence will impact on your ability to hold this position.
8. Establish, maintain and promote a friendly, welcoming, safe and culturally appropriate environment within the service and in any outreach clinics.
9. Keep adequate records about your activities in the position and the number of clients you service. Report to management as requested.
10. Establish and assist in the delivery of after-hours 'on-call' services as required.

11. Establish strong partnership / relationship with Family and Community Services personnel to ensure the seamless service transition for clients.
12. Be prepared to undertake any other duties within the scope of your skills and experience if requested by management.

#### **Work Health & Safety Responsibilities**

- Demonstrate commitment to WHS through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in WHS education and training.
- Report any workplace hazards.
- Assist in the WHS Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring WHS Consultation in the workplace.

#### **Privacy Statement**

*The Privacy Act 1988* incorporating 13 Australian Privacy Principles (APP's) and *Health Records and Information Privacy Act 2002 (HRIPA)* requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information or personal health information (HRIPA), to comply with the requirements of these Acts.

It is the responsibility of all staff to ensure privacy of personal information by following BNMAC privacy and security procedures in relation to any personal information accessed during the course of their duties.

#### **Code of Conduct and Ethics**

Comply with BNMAC Staff Code of Conduct Policy.

#### **Bulgarr Ngaru Medical Aboriginal Corporation Smoke Free Policy**

BNMAC is a smoke free environment

For further information please get in touch with Raymond Nean on 02 6643 4444  
Please send applications to [hr@bnmac.com.au](mailto:hr@bnmac.com.au)  
Closing date **5 pm 26 November 2021**