

# JOB DESCRIPTION

## Case Worker

Authorised by: R.McCarthy

Last Reviewed: 21<sup>st</sup> October 2009

No of Pages: 2

Staff Name:

Staff Declaration: *I understand and agree to accept these responsibilities as detailed within.*

Staff Signature:

Date:

<b>Department:</b>	YPIRAC
<b>Location:</b>	North Ryde, Marrickville, Katoomba, Hunter
<b>Position Reports to:</b>	DACs Manager
<b>Positions Reporting in:</b>	Nil
<b>Industrial Instrument:</b>	New Horizons Enterprises Limited (Staff) Workplace Agreement (2002)

### MISSION STATEMENT

*The Mission of New Horizons is to provide support to people with a disability in a manner that recognises and promotes their value as individuals. Each staff member is expected to:*

- Work within the stated mission statement, philosophy and objectives of New Horizons.
- Promote and articulate the role and function of New Horizons.
- Acknowledge and maintain confidentiality.
- Work according to New Horizons policy, protocols and procedures.
- Contribute to continuous improvement.

### QUALIFICATIONS, SKILLS, & EXPERIENCE (PERSON SPECIFICATION)

<b>Essential:</b>	<ul style="list-style-type: none"><li>• Experience in working with disabilities</li><li>• Experience in case management and service coordination</li><li>• Experience providing individualised programs which are flexible</li><li>• Relevant Tertiary Human Services related qualifications</li><li>• An ability to develop community based activities in collaboration with a range of stakeholders</li><li>• Ability to represent New Horizons to Government and other organizations</li><li>• Excellent communication skills</li><li>• Current NSW Drivers Licence/own car</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Working knowledge of the Disability and Aged Care Standards</li><li>• Experience working in the aged care industry</li><li>• Experience coordinating agency staff and rosters</li></ul>

<b>KEY RELATIONSHIPS</b>	
<b>Internal</b>	Manager, Case Workers, DACs Assistant
<b>External:</b>	Aged Care Facilities, allied health professionals, staffing agencies, other service providers

<b>PURPOSE OF THE ROLE</b>
To assist and enable younger people who live in aged care facilities achieve life outcomes.

<b>ACCOUNTABILITIES OF THE ROLE</b>	
<b>Key Performance Area</b>	<b>Required Output</b>
Service to clients	<ul style="list-style-type: none"> <li>• Provide case management to clients</li> <li>• Use tools to assess and assist goal setting and plans</li> <li>• Assist clients establish linkages in community</li> <li>• Assess and support clients to achieve goals, to work toward independence</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Write reports, gather data, meet with manager, update case files</li> <li>• Monitor and regularly review goals and individual support plans that are individualised and flexible</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Network with relevant stakeholders</li> <li>• Contribute to effective communication processes</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Work cooperatively as a team member.</li> <li>• Provide support to others</li> </ul>
Learning and Development	<ul style="list-style-type: none"> <li>• Maintain skills and knowledge related to work role.</li> <li>• Undertake continuing education as appropriate.</li> <li>• Share knowledge and expertise with other members of the work team gained through attendance at education forums.</li> <li>• Participate in regular performance reviews</li> </ul>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Review and adhere to New Horizons Policies and Procedures and your OH&amp;S responsibilities</li> <li>• Support Consultation on all OHS matters within your staff client group</li> <li>• Identify hazards in the work area and report in accordance with New Horizons policy and protocol.</li> <li>• Follow New Horizons Emergency Evacuation Policy and Attend compulsory fire safety lectures and evacuation drills.</li> </ul>

*In addition to the above responsibilities you are required to also perform any other reasonable duties as directed from time to time.*