



CatholicCare Canberra & Goulburn

DUTY STATEMENT

ASSIST Program

Reports to: Program Manager
Award: Centacare Collective Agreement Level 5
Status: Full time
Location: Blackfriars

DUTIES

- 1) Provide case management and individual support including direct assistance with living skills to clients to enable them to live independently, safely and securely and participate within the community.
- 2) Provision of transitional support to assist clients to re-establish secure housing and obtain and maintain appropriate support and service networks including assistance with life skills, budgeting, health, nutrition and income support.
- 3) Together with the client work within a Case Management framework to prepare a Support Plan including identifying and engaging appropriate generalist community or specialist support services
- 4) Maintain regular contact with the client, and assist them with access to services as outlined in the Support Plan
- 5) Liaise and advocate with other agencies and services on behalf of the client where required.
- 6) Prepare reports and maintain data relevant to the Program as required
- 7) Maintain Program records and financial reporting as required
- 8) Attend meetings and accept supervision and training as required



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SELECTION CRITERIA

- 1) Tertiary qualifications/ and or experience in a relevant discipline such as social work, psychology, or welfare.
- 2) Demonstrated experience in working with people with complex needs including mental illness and issues relating to alcohol and drug use
- 3) Demonstrated ability to conduct detailed assessments of clients and work within a case management framework to develop action plans that improve the independence and wellbeing in the community of the client
- 4) Proven ability to work effectively with other agencies and provide advocacy and referral on behalf of the client
- 5) Demonstrated capacity for sound work organisation and effective use of time.
- 6) Capacity to work as a member of a team and individually as required.
- 7) Sound written and oral communication skills.
- 8) Demonstrated awareness of the relevant principles and practices such as EEO, OH&S, confidentiality and Duty of Care.
- 9) Possess a current ACT Driver's licence.
- 10) Willingness to undergo a criminal history check.