

rebuilding lives

huttST
CENTRE

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Position description	
Position title:	Case Navigator
Business unit/Department:	Aspire Program
Type of employment:	<input type="checkbox"/> Part-time
Effective date:	June 2020 until 30 June 2021
Remuneration:	SCHADS Award 2010 Crisis Accommodation Employee Level 2
Probationary period:	6 months
Responsibilities	
Purpose:	The Case Manager will support clients to address the life issues that have caused and perpetuated their homelessness. This will be achieved through housing, social engagement, education, employment, skill development (life and employment) and improving wellbeing. This will be driven by each individual client needs and goals, as expressed in a case management plan.
Our Purpose:	Hutt St Centre's purpose is to help end homelessness for every person who walks through our doors. We offer a place of choice, opportunity and change, helping people facing homelessness to rebuild their lives, with care and without judgement.

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Duties:

- Provide innovative and collaborative solutions for long-term management towards engaging clients towards successful outcomes
- Develop, coordinate and implement a case management plan in consultation with, and agreed by, the client and other relevant stakeholders
- Provide a comprehensive assessment to determine client strengths and needs
- Regularly monitor and review case plans and service interventions with clients and the team leader
- Attend and participate in regular case reviews and case conferences to measure and ensure positive forward movement and goal attainment
- Collect appropriate statistical data for contribution to research, needs assessment and data analysis. Ensure case notes are updated regularly and outputs are entered into the record management system
- Liaise and develop links and referral processes with other relevant programs within HSC, government and non-government groups, agencies and the wider community, with the goal of supporting clients goals and outcomes
- Assist clients to access and maintain safe, secure and affordable housing, with a view to transitioning into independent housing
- Collaboration with the Aspire Program team and with clients
- Comply with work health and safety legislation and Hutt St Centre's work health and safety policies

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Position description	
Reporting relationships:	Team Leader
Qualifications	
Education/Qualifications	<p>This position requires a minimum of a certificate IV in the social services field.</p> <p>A satisfactory police check and working with children check is essential</p> <p>You will require a current driver's licence.</p>
Knowledge and skills	
Essential knowledge, skills, experience	<ul style="list-style-type: none">• Be willing to work within our fundamental values and principles: Respect each person; Provide quality service; Encourage simplicity; Advocacy and Value Spirituality• Working knowledge of confidentiality and information sharing guidelines• Develop and maintenance of case plans• Working collaboratively with a diverse range of people• Creating and developing rapport• Case management and data management software• Resilience and client centred focus
Desirable knowledge, skills, experience	<ul style="list-style-type: none">• Reporting Abuse and Neglect training• Mental Health first aid• Providing First Aid• Previous experience in the homelessness sector will be highly regarded, but is not essential