

Primary and Secondary Caseworker Activities while undertaking CDP



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Family and Community Services caseworkers are required to complete the Caseworker Development Program (CDP). Prior to completion of CDP, work that does not require specific expertise or decision making responsibility may be performed as a secondary caseworker. Some primary casework tasks may also be undertaken once the relevant CDP module or workshop has been completed, subject to the approval of the relevant manager casework (MCW).

The attached table lists areas of work, the CDP modules that must be completed before the work can be undertaken as a primary caseworker, and examples of primary and secondary tasks. The examples are provided as a guide only. Any planned tasks involving the caseworker having contact alone with children and/or parents is subject to assessment of any potential WHS / risks issues by the MCW in consultation with the caseworker. There are many other tasks that can be undertaken as a secondary caseworker and that utilise the previous training undertaken by new staff.

Area of activity	Relevant CDP training that needs to be completed	Examples of primary tasks that may be undertaken when relevant training completed	Examples of secondary tasks (at MCW discretion)
Court related work	<p>Module 10 - Legislation in Casework Practice</p> <p>Workshop 4 - Investigative Interviewing, KiDS and Legal</p>	<p>Proceed with a care application:</p> <ul style="list-style-type: none"> • Prepare an application and report initiating care proceedings. • Complete the preparation of the application and report including any suggested changes or newly received information. • Notify the child/young person who is the subject of the application that an application is being made, having regard to the child's age, development and circumstances. • Serve the application and report initiating care proceedings to relevant parties including the birth parent/s. • Prepare an affidavit for filing evidence during care matters at the Children's Court. • Attend court as a party to the proceedings. • 	<p>Administrative tasks relating to the preparation of court documents:</p> <ul style="list-style-type: none"> • File an application and report initiating care proceedings with the Children's Court .Provide enough copies for all parties. • Serve the application and report to relevant parties other than the birth parent/s. • File an affidavit with the Children's Court. • Maintain case files with updates and relevant records. • Attend court as an observer.

Area of activity	Relevant CDP training that needs to be completed	Examples of primary tasks that may be undertaken when relevant training completed	Examples of secondary tasks (at MCW discretion)
Supervised contact	<p><i>All the following:</i></p> <p>Module 1 -Foundations of Practice</p> <p>Module 2 - Culturally Responsive Practice</p> <p>Module 3 -Engagement</p> <p>Module 4 - Neglect, Psychological and Emotional Harm</p> <p>Workshop 1 - Introduction to Casework, Culturally Responsive Practice & KiDS</p> <p>Workshop 2 - Child Protection Dynamics and Secondary Assessment</p>	<p>Supervise family contact where a report is required for court on parenting capacity and prepare a family contact report</p>	<p>Arrange family contact including date, time and venue.</p> <p>Transport children/young persons to and from family contact with a primary caseworker on initial contact visits.</p> <p>Attend supervised contact with a primary caseworker, take notes and assist primary caseworker to prepare a contact report</p> <p>At manager's discretion and having undertaken an assessment of any potential WHS / risk issues in consultation with the caseworker, supervise contact where a report is not required for court</p>
SARA/SAS2 Assessment and decision making	<p><i>All the following:</i></p> <p>Module 1 -Foundations of Practice</p> <p>Module 2 - Culturally Responsive Practice</p> <p>Module 3 -Engagement</p> <p>Module 4 - Neglect, Psychological and Emotional Harm</p> <p>Module 5 -Physical and Sexual Abuse</p>	<p>Attend a Pre-Assessment Consultation (PAC) and an Assessment Consultation (AC).</p> <p>Conduct the assessment with a secondary caseworker.</p> <p>Analyse the available evidence (information, observation and/or clinical assessment).</p> <p>Exercise professional judgement and decision about safety, harm consequences and harm probability and the need for care and protection for the child/young person.</p> <p>Generate and complete a SARA or SAS2 report on KiDS.</p>	<p>Attend a Pre-Assessment Consultation (PAC) and an Assessment Consultation (AC) with a primary caseworker</p> <p>Work with a primary caseworker completing a SARA or SAS2.</p> <p>Gather additional information as required. Examples may include further phone calls to the reporter, the family, schools, medical service, review of paper files or information obtained at a case meeting with other agencies.</p> <p>Take notes during interviews with parents and children/young people.</p>

Area of activity	Relevant CDP training that needs to be completed	Examples of primary tasks that may be undertaken when relevant training completed	Examples of secondary tasks (at MCW discretion)
	<p>Module 6 - AOD, Mental Health, and Dual Diagnosis</p> <p>Module 7 - Family and Domestic Violence</p> <p>Module 8 - Trauma Informed Practice and Case Planning</p> <p>Workshop 1 - Introduction to Casework, Culturally Responsive Practice & KiDS</p> <p>Workshop 2 - Child Protection Dynamics and Secondary Assessment</p> <p>Workshop 3- Secondary Assessment & Trauma Informed Practice</p>		<p>Identify both formal (e.g. teacher, health professional) and informal (e.g. neighbour, friend) supports for a child/young person, parent/s, carer/s and the family as a whole and make referrals as necessary.</p>
Investigative interviewing	All CDP modules and workshops	<p>Interview children/ young people about a specific event using the NSW Investigative Interview Framework, e.g. in cases where there has been a specific event/incident which you need to gather detailed information/evidence about.</p> <p>Interview parent/s and/or other relevant parties as required.</p> <p>Complete a written record of interview in an 'Interview Record' on KiDS.</p>	<p>Attend a PAC and AC with the relevant manager casework and primary caseworker</p> <p>Work with a primary caseworker undertaking investigative interviews.</p> <p>Take notes during investigative interviews.</p>
Basic KiDS work	Workshop 1 – Introduction to Casework, Culturally Responsive Practice & KiDS	All basic KiDS tasks.	KiDS tasks to be undertaken when secondary caseworker has completed KiDS training and has been granted KiDS access

Area of activity	Relevant CDP training that needs to be completed	Examples of primary tasks that may be undertaken when relevant training completed	Examples of secondary tasks (at MCW discretion)
<24 hour response/removal	All CDP modules and workshops	<p><i>No tasks may be undertaken in these areas as a primary caseworker until the entire CDP has been successfully completed or an exemption has been granted by the Director of Community Services.</i></p>	<p><i>A secondary caseworker may only participate in these tasks in a support role to enhance worker safety and their own knowledge and understanding</i></p>
Crisis response roster		<p>Examples of relevant primary caseworker tasks include:</p>	<p>Examples of relevant secondary caseworker tasks include:</p>
Duty roster		<ul style="list-style-type: none"> • Locate and remove/assume care of a child. • Respond to crisis work including home visits and interviewing children and carers. • Respond to telephone enquiries as part of the duty roster. • Manage complex cases where the caseworker has a commensurate level of skill and experience. 	<ul style="list-style-type: none"> • Accompany a primary caseworker on a response/removal. • Assist in locating a placement for a child/young person. • Supervise children/young persons at a CSC when required, while CSC is seeking placement. • File an application and report initiating care proceedings with the Children's Court. • Arrange a case meeting after the matter is heard at court to develop a caseplan for a child/young person.
Management of high needs or complex cases			

Note that staff with significant relevant experience may apply for Recognition of Prior Learning (RPL) and for either a single module or workshop, or large parts of the program. The L&D field coach can provide specific information on this process. Completion of a module or workshop by RPL will be treated in the same manner as if the caseworker did the actual training.