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Australian Citizen

Kudzai (Kay) Muchenje

CAREER OBJECTIVE

Individual dedicated and committed to help individuals in the community achieve better mental, physical, and emotional health with a degree in Social Work and 6 years experience of working as a community facilitator in WA.

EDUCATION

- Bachelor Degree Social Work – Edith Cowan University (2017)
- Certificate IV Training & Assessing – Scorpion Training Solutions (2014)
- Certificate IV Community Services – Polytechnic West (2012)
- Bachelor of Science Family & Consumer Sciences – Zimbabwe (2007)
- Working with Children Check – WA Gov current-(2022)
- National Police Clearance – WA Police
- Driver's License C Class – WA DoT (Valid)

SKILLS

- 1 year experience in Case Management as a qualified Social Worker,
- 6 years' + experience in support work
- Diverse experience ranging from case work to supporting clients with disabilities
- Project Management skills
- Working autonomously as well as part of a team
- Advanced computer skills – MS Office
- Advanced report writing skills
- Effective verbal and written communication skills

WORK EXPERIENCE

April 2018 – Current Yorganop (Foster Care Agency WA)

Case Manager/Social Worker

- Work with Carers providing guidance and support in meeting the needs of the Aboriginal children in Out Of Home Care Services.
- Advocate for Aboriginal children in care on behalf of the Carer to Department of Child Protection and Family Services (DCPFS).
- Work with Carers to identify Aboriginal children's needs and to ensure that the children's needs are met by accessing culturally secure services.
- Liaising with DCPFS issues relating to a child placed with Yorganop Carer
- Maintaining records and performing administration duties associated with Case Management such as completing file notes, saving emails, completing child movements and updating contact schedules.
- Work as part of a multidisciplinary & multiagency team.
- Maintaining communication across multiple agencies involved with a child placed with a Yorganop Carer.

Key Achievements: I established good relationship with DCPFS Case Managers and worked together for the best interest of the child. I also received positive feedback from carers who were part of my case load.

April 2017 - Current

Anglicare

Contact Support Worker

- Enable children of separated parents to have safe contact where the parents are unable to manage their own contact arrangements
- Provide a safe and neutral venue for transfer of children between separated parents
- Ensure the children's best interests are kept during contact hours
- Assist families in progressing to self-management contacts where possible and safe to do so
- Identify and refer parents who require additional assistance with improving parenting skills

Key Achievements: I was offered a permanent part-time position and have

had the opportunity during my time with Anglicare, to develop my skills and continue to provide effective services

July 2017 – October 2017

Challis Community Primary School

Social Work Student Placement

- Provide parents and carers with information about local therapy and community services that they can access.
- Develop and deliver session plans targeted towards individual students with emotional and behavioral problems
- Conduct psychosocial assessments with families who are experiencing social problems
- Coordinate with relevant systems of care and provide written referrals to external agents
- Work in a multi-disciplinary team
- Facilitate a multi-cultural parent group

Key Achievements: Receiving positive feedback from Supervisors and other team members, as well as successfully passing my final placement.

July 2016 – November 2016

Hope Community Services

Social Work Student Placement

- Participate in the 'Street Van Outreach' program
- Assist youths aged between 12- 21 years develop informed decision making skills
- Provide direct, short intervention to youth in crisis.
- Verbally liaise with and gain valuable feedback from youths regarding services from Hope
- Demonstrate an approachable and non-judgmental attitude at all times
- Assist with evaluation, preparation and development of new programs and events
- Engage with agency stakeholders (City of Armadale)
- Assist with writing funding submissions and fundraising activities
- Analyze agency needs and apply for funding from local shops e.g. Coles & Aldi
- Engage with the Aboriginal community
- Review educational material for potential use with clients
- Assist in planning and delivering of day programs
- Attend staff development meetings and training

Key Achievements: Successfully passed my placement and was offered a position as a Street Van Youth Worker

February 2015 – March 2016 Interchange Disability Organization

Community Facilitator

- Assist with the running and evaluation of projects from start through to finish
- Develop and implement strategies to achieve position objectives and monitor the achievement of performance indicators
- Provide practical support to clients with disabilities
- Assist in preparation of funding applications and writing reports
- Develop collaborative, integrated working relationships with external service providers
- Maintain statistical records regarding contact made and support provided
- Identify, maintain and update information on referral agencies
- Assist in the development of relevant policies
- Provide written reports and record relevant data statistics

Key Achievements: I received positive feedback from parents who were utilizing our services. I was promoted to be a Positive Support Representative

November 2013 – December 2014 Department of Child Protection

Family Resource Employee

- Assess individual client's needs and their supervising contacts
- Identify the appropriate care and welfare support required by the clients
- Provide supervision and transport to families and youths
- Provide information and support to families about how to access the department
- Provide information on community resources available
- Complete administrative tasks associated with the program including service reporting, record management, compiling statistical data and other reporting

- Work closely with Social Workers in the Family Support team to gather information from clients and provide on-going support to families
- Make recommendations to the department regarding client's ongoing support requirements

Key Achievements: Achieved a positive result in number of client's who complied with their obligations under the relevant code. My contract was also extended due to these positive results and my work ethic.

PROFESSIONAL REFERENCES

Available upon request
