

# Position Description



<b>Position Title:</b>	Placement Support Worker	<b>Position No:</b>	FCSPSW1ML FCSPSW1RL
<b>Position Type:</b>	Full Time	<b>Level:</b>	4
<b>Award:</b>	Social Community, Home Care and Disability Services, Industry Award 2010		
<b>Location:</b>	Murray Bridge	Choose an item.	
<b>Date of Effect:</b>	20/02/2019		

## POSITION DESCRIPTION

<b>Environment:</b>	<p>At ac.care we want all country people to have a safe home, enough money to live on and strong, positive relationships. With over 200 staff we provide a range of services for country South Australian communities the Adelaide Hills, Limestone Coast, Murraylands and Riverland.</p> <p>We are a non-government organisation (NGO) and our values (CARE - Compassion, Adaptability, Relationships, Excellence) underpin the work we do. Together, as one team we CARE and can continue to enrich the lives of country South Australians.</p>
<b>Purpose:</b>	<p>The Placement Support Worker (PSW) will work collaboratively as a team member within the organisation to deliver services to over 160 foster care households and 200 children in placements across the Adelaide Hills, Limestone Coast, Murraylands and Riverland.</p> <p>The PSW supports Foster Carers through regular home visits, phone and email contact to engage Carers to support their role as providers of care that has a strong child focus lens.</p> <p>The role will promote the positive development of children and young people ensuring their needs are met. The role will support the collaborative functioning of the care team around children and young people and ensure the foster care environment is safe.</p>
<b>Responsibilities:</b>	<p>To drive and implement the organisational strategic agenda to achieve outcomes. This includes:</p> <ol style="list-style-type: none"> <li><b>Strategy</b> <ul style="list-style-type: none"> <li>Assist Manager with planning and co-ordination of program activities.</li> <li>Identify and contribute to program/service delivery performance outcomes.</li> <li>Contribute to the development and implementation of frameworks, policies, procedures and other resources to achieve outcomes.</li> <li>Manage risk in accordance with ac.care policies and procedures and Legislative requirements.</li> </ul> </li> <li><b>Leadership</b> <ul style="list-style-type: none"> <li>Work effectively with the Manager and other members as part of 'one ac.care team'.</li> <li>Work collaboratively, developing respectful and compassionate relationships with internal and external stakeholders to deliver high quality outcomes e.g. Department for Child Protection, birthparents, carer household, professionals and/or other carers or significant community people.</li> </ul> </li> <li><b>Culture</b> <ul style="list-style-type: none"> <li>Actively promote and role model the ac.care values of Compassion, Adaptability, Relationships and Excellence and contribute to positive organisational change, effective communication and continuous improvement at ac.care.</li> <li>Communicate effectively and contribute to the development of quality Home Based Care programs.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>Actively promote and advocate cultural inclusion.</li> </ul> <p><b>4. Continual Improvement</b></p> <ul style="list-style-type: none"> <li>Deliver a wide range of activities associated with program/service delivery.</li> <li>Develop, maintain and participate in audit requirements.</li> <li>Monitor and identify gaps in foster care placements.</li> <li>Provide specialist advice and reporting on relevant issues to senior management.</li> </ul> <p><b>5. Capability Development</b></p> <ul style="list-style-type: none"> <li>Promote and contribute to an environment of continuous learning and improvement through coaching and mentoring of other staff as required.</li> </ul>
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>Regional Manager Foster Care Berri/Murray Bridge</li> </ul>
<b>People Management:</b>	<ul style="list-style-type: none"> <li>No direct reports, however provide coaching and mentoring to other staff and volunteers as required.</li> </ul>
<b>Budget Management:</b>	<ul style="list-style-type: none"> <li>No direct responsibility however may assist in the development of Section/Program budgets in conjunction with the Supervisor.</li> </ul>
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>This position may require weekend work, or outside ordinary work hours.</li> <li>This position may be required to travel domestically/interstate.</li> </ul>	

## POSITION SKILLS & EXPERIENCE

<p><b>Qualifications and Experience:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Tertiary or formal qualifications and/or demonstrated experience in Social Work, Social Science, Community Services or a related field.</li> <li>• Demonstrated experience in case management, assessment and referral.</li> <li>• Demonstrated knowledge of the effects of trauma and abuse, attachment issues and behaviour management in relation to children in care.</li> <li>• Demonstrated experience and knowledge of child focused practice principles.</li> <li>• Thorough understanding of foster care services and the issues facing foster carers.</li> <li>• Demonstrated use of self-reflective practices that build understanding of how personal experiences shape values, beliefs and responses to children, families and colleagues.</li> <li>• Ability to identify and manage own emotional responses to staff and families being supported.</li> <li>• Demonstrated experience in delivering training programs.</li> <li>• Demonstrated understanding of confidentiality and privacy, including the principles of sharing information about children and families.</li> <li>• Demonstrated experience in effective communication both oral and written with a broad range of people from a variety of backgrounds.</li> <li>• Demonstrated practice in managing time, setting priorities, planning and organising work and that of other staff and/or volunteers where supervision is required.</li> <li>• Demonstrated knowledge of identifying, reporting and implementing Work Health and Safety procedures and initiatives for personal safety and the safety of others.</li> </ul> <p><b>Highly Regarded</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Training and Assessment.</li> <li>• Demonstrated commitment to on-going learning and development.</li> <li>• Experience working with people from culturally and linguistically Diverse (CALD) and Aboriginal and Torres Strait Islander backgrounds</li> </ul> <p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>• Current SA driver's licence 'Class C' or interstate equivalent.</li> <li>• Current 'Provide First Aid' certificate</li> <li>• Current Satisfactory Child Related Employment Screening or willingness to obtain in accordance with ac.care policy.</li> <li>• Child Safe Environment Certificate or willingness to obtain in accordance with ac.care policy.</li> <li>• Satisfactory psychometric suitability assessment (PSA), if applicable.</li> </ul>
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## ACCEPTANCE

Position Holder Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_