Position Description

Position Title:	Foster Care Recruitment, Assessment & Training Worker	**Position No:**	
Position Type:	Part Time	**Level:**	4
Award:	Social Community, Home Care and Disability Services, Industry Award 2010		
Location:	Murray Bridge		
Date of Effect:	11/07/2019		

POSITION DESCRIPTION

Environment:

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.

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.

Purpose:

The Foster Care Recruitment, Assessment and Training (FCRAT) worker will work collaboratively as a team member within the organisation to actively recruit, assess and train potential foster carers and provide ongoing support services, training and education to existing carers.

The recruitment, assessment and training worker will engage potential foster cares through a variety of recruitment and training tasks e.g. attending marketing events, running information sessions and other community engagement activities, plus conducting training for Safe Environments for Children and Young People, orientation training, and Safe Care of Infant training.

The role will support the collaborative functioning of the foster care team around children in care and develop foster carers with the skills and knowledge to provide a safe care environment promoting the positive development of children and young people.

Responsibilities:

To drive and implement the organisational strategic agenda to achieve outcomes. This includes:

Strategy

- Assist Manager with planning and co-ordination of program activities e.g. foster care recruitment strategies within our local regions.
- Identify and contribute to program/service delivery performance outcomes and ensure compliance with Service Agreements and registration standards as required by Department Child Protection (DCP).
- Contribute to the development and implementation of frameworks, policies, procedures, training programs and other resources to achieve outcomes.
- Manage risk in accordance with ac.care policies and procedures and Legislative requirements.

Leadership

- Work effectively with the Manager and other members as part of '**one ac.care team'**.
- 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.

- Provide specialist expertise or advice including administration, research and technical support to management and other stakeholders.
- Responsible for managing time, setting priorities, planning, and organisation of own work.

Culture

- 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.
- Communicate effectively and contribute to the development of quality foster care services.
- Actively promote and advocate for cultural inclusion within all foster care services.

Continual Improvement

- Participate in the evaluation, monitoring and reporting of program activities to determine their effectiveness and contribute to identifying strategies to address any deficits.
- Deliver a wide range of activities associated with program/service delivery.
- Develop, maintain and participate in audit requirements.
- Monitor and identify gaps in foster care recruitment and assessment processes.
- Keeping accurate and appropriate documentation in accordance with program and funding body requirements.

Capability Development

- Develop and implement training programs to address carer needs and to ensure compliance with training and screening requirements.
- Facilitate access to education and training for potential and current foster carers.
- Promote and contribute to an environment of continuous learning and improvement through coaching and mentoring of other potential and current carers, ac.care staff and/or agency staff as required.

Other

- Perform other duties allocated appropriate to position and organisational needs, and to undertake any relevant task as directed by the manager as part of the employer/employee relationship within the scope of the role.

Reports to:
- Regional Program Manager, Foster Care Services - Murraylands

People Management:
- No direct reports, however provide coaching and mentoring to other staff as required

Budget Management:
- No direct responsibility

NOTE:

- This position may require weekend work, or outside ordinary work hours; and
- This position may be required to travel domestically/interstate.

POSITION SKILLS AND EXPERIENCE

Qualifications and Experience:	**Essential** • Tertiary or formal qualifications in Social Work, Human Services, Training and Education or related field. • Demonstrated experience in project management, including project administration, monitoring and evaluation. • Demonstrated experience in recruitment, selection, induction, training and development. • Demonstrated experience in facilitating and delivering training programs and presentations, in an individually or group setting. • Demonstrated knowledge of the effects of developmental trauma and abuse, attachment issues and behaviour in relation to children in care. • Demonstrated experience in effective communication both oral and written with a broad range of people from a variety of backgrounds, including staff, carers, Government and non-Government agencies and cultural groups. • Demonstrated understanding and implementation of confidentiality and privacy, including the principles of sharing information about children and families. • Demonstrated practice in managing time, setting priorities, planning and organising work and that of other staff and/or volunteers where supervision is required. • Knowledge of the complexities of Aboriginal in the Child Protection system, and ability to liaise with Aboriginal consultants and the wider Aboriginal community around cultural appropriateness of placements. • Demonstrated experience in identifying, reporting and implementing Work Health and Safety procedures and initiatives for personal safety and the safety of others. **Highly Regarded** • Certificate IV in Training and Assessment and/or qualified facilitator in: Safe Environments for Children and Young People, or Shared Lives orientation training (Association of Children's Welfare Agencies - ACWA). • Accredited user of 'Step by Step 2016 assessment tool'. • Demonstrated experience in case management, case noting, assessment and referral. • Thorough understanding of foster care services and the issues facing foster carers. • Experience working with people from culturally and linguistically Diverse (CALD) and Aboriginal and Torres Strait Islander backgrounds • Knowledge of child focused practice principles and related child protection legislation. • Ability to identify and manage own emotional responses to staff and families • Demonstrated commitment to on-going learning and development. **Special Conditions** • Current SA driver's licence 'Class C' or interstate equivalent. • Current 'Provide First Aid' certificate or willingness to obtain in accordance with ac.care policy. • Current Satisfactory Working with Children Check (WWCC) or willingness to obtain in accordance with ac.care policy. • Child Safe Environment Certificate or willingness to obtain in accordance with ac.care policy.

Position Description

ACCEPTANCE

Position Holder Signature: _____

Name (Printed): _____ Date: _____