

Position Description

Title	Foster Care Training and Recruitment Officer
Business Unit	Care and Placement Services
Location	126 Raymond Street Sale
Employment type	As per employment agreement
Reports to	Senior Manager Care and Placement Services

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Foster Care Training and Recruitment Officer, as part of the wider Home Based Care (HBC) Program, works to recruit, and retain foster carers as well as provide them with the required training and support to ensure they have the skills and support required to undertake their role as a foster carer. This position also has a responsibility for maintaining recruitment and marketing strategies.

2. Scope

Budget:

nil

People:

nil

3. Relationships

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Internal

- Uniting Management
- Care and Placement Services Team
- Volunteer Foster Carers
- Employees, volunteers & students of Uniting
- Uniting support services (marketing, finance etc) as required

External

- Prospective foster carers
- Foster Care Panel members
- Department of Health and Human Services
- Marketing??
- Other community service organisations as required

4. Key responsibility areas

Service delivery

- Provide timely, positive, professional and customer focused response to all initial enquiries received from prospective foster carers.
- Complete the training and recruitment phase of the carer selection process in line with regulations, Uniting policies and procedures and best practice guidance
- Complete thorough and complex initial assessments of prospective foster carers to determine their capacity to meet the standards of care
- Undertake risk assessment of prospective carers and discuss any risks with supervisor
- Identify ongoing training needs for foster carers to ensure supportive and stable placements, increasing their understanding of the complexities of trauma
- Assist in the completion of Carer Annual Reviews
- Support the ongoing retention of current foster carers as agreed with the Senior Manager Care and Placement Services
- Undertake the abovementioned tasks with flexibility in hours and understanding that there is an expectation to undertake some of these tasks on evenings and some weekends as required

Marketing and Recruitment

- Maintain recruitment and marketing strategies, and lead in the delivery of an effective foster carer recruitment strategy through co-ordinating carer assessment processes and undertaking a range of marketing activities
- Develop specific recruitment strategies for individual children if required, including children with complex needs and sibling groups
- Inform and educate the community about our HBC program and work towards building up the current carer pool and develop specific strategies for the recruitment of carers
- Lead a range of marketing activities: media coverage, local events, and other activities/opportunities, to maintain the profile of the agency within the community
- Coordinate events and promotional activities for potential foster carers
- Evaluate recruitment advertising and marketing

Administration, Quality and Risk

- Complete, process and administer the initial phases of the recruitment process, giving all prospective foster carers a positive experience of Uniting
- Provide support and guidance to prospective foster carers with the completion of any required forms
- Ensure carer compliance systems are working effectively and strictly adhered to DHHS and Uniting standards

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- Participate in developing administrative systems pertaining to the position and maintaining existing systems ensuring all information is accurately recorded on the data base system
- Undertake a range of administrative functions associated with the position
- Process application forms including statutory checks, references all other enquiries and help to co-ordinate Skills to Foster training within agency expectations and deadlines
- Ensure timely and accurate information is recorded on the Department of Health and Human Services Carer Register
- Accurately input information concerning prospective foster carers onto the specialist database at all stages of the process

Personal accountability

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to the position

5. Person specification

Qualifications

- Degree level qualifications in social work, psychology or related field
- Certification as a Step by Step Assessor would be desirable but not essential

Experience

- At least two years' experience in working in foster care, child care services, welfare or social care environments
- Training and Assessment skills including the presentation/facilitation of training/information sessions, and conducting pre accreditation with a child protection focus
- Ability to compose clear, accurate and concise reports and letters
- Ability to communicate effectively with people at all levels including written and verbal skills
- Exceptional organisational and time management skills and capacity to work independently and cooperatively within a team structure

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability

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- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver’s License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>