

# Position Description



<b>Title</b>	Carer Recruitment and Support Practitioner
<b>Business unit</b>	Home Based Care, Eastern Melbourne
<b>Location</b>	Primarily based at Uniting's Mount Waverley office, with work from and travel to other locations, as required
<b>Employment type</b>	Casual
<b>Reports to</b>	Senior Intake Worker, Home Based Care

## 1. About Uniting

Uniting Vic Tas is the community services organisation of the Uniting Church. We have 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 are 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 are 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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, Trans, gender diverse, 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

## 2. Position purpose

The role of the Carer Recruitment & Support Practitioner involves conducting comprehensive interviews and writing assessment reports for potential foster carers under the 'Step by Step' framework. This position requires an enthusiastic, skilled and motivated assessor to make clear recommendations regarding suitability for accreditation and strengths and vulnerabilities of a potential carer when looking after children.

This position must adhere to strict audit and quality compliance standards determined by the Uniting and DHHS.

## 3. Scope

**Budget:** nil

**People:** nil

## 4. Relationships

**Internal:**

- Home Based Care team members
- Senior Intake Worker
- Program Manager
- Senior Manager

Approved by: Group Manager	Page 1 of 3	Division: South and East Victoria
Date Approved: September 2020	Printed copies of this document are not controlled.	Next Review Date: September 2021

# Position Description

## Carer Recruitment and Support Practitioner



- Group manager
- Other Uniting professionals

### External:

- Department and Health and Human Services, Placement Coordination Unit
- Other services on accreditation panel
- Other professionals involved in the accreditation process such as psychologists, General Practitioners etc.
- Potential carers

## 5. Key responsibility areas

### Service delivery

- Complete comprehensive interviews and assessments for potential foster carers under the 'step-by-step' framework
- Write assessment reports for potential foster carers to be taken to an accreditation panel with thought given to their strengths and vulnerabilities based on the key competencies checks of the framework
- Complete screening paperwork documentation as required such as referee and other required documentation
- Complete compliance checks such as Home and Environment checks as required
- Have a strong knowledge of the 'Shared Lives' training modules and competencies
- Adhere to auditing and quality standards
- Present report and recommendations to a panel to determine if the foster carer is to be accredited
- Liaise with the Senior Intake Worker around any vulnerabilities of the assessment and work collaboratively on a plan to address any issues identified
- Display a high level of written and verbal communication skills
- Prepare reports, service documents and maintain accurate and up-to-date case notes.
- Other projects and duties as required

### Quality and risk

- Participate in supervision as required with Senior Intake Worker
- Maintain accurate and up-to-date case notes and data
- Participate in relevant meetings, panels and consultations
- Participate in the development of individual Performance Development Plans
- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders.

### Personal accountability

- 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.

# Position Description

## Carer Recruitment and Support Practitioner



- 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 position.

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### 6. Person specification

#### Qualifications

- A minimum of a Diploma level qualification in Community Services or equivalent; tertiary qualification in Social Work or equivalent is preferred
- Trained in the 'Step by Step' accreditation framework and be able to provide evidence of this to the agency is preferred.
- Current driver's licence valid in Victoria

#### Experience

- Demonstrated ability as a practitioner in the child, youth and family welfare field
- Experience in working with Child Protection directly or in a community services setting would be beneficial
- Demonstrated experience in engaging with families successfully and completing assertive outreach
- Demonstrated ability to assess and appropriately respond to risk for children aged 0-18
- A commitment to the family-centered approach and the family strengthening and empowerment models of practice
- An understanding of the 'Best Interests' Case Practice Model and Children Youth and Families Act (CYFA) 2005 and 2015 amendments
- Knowledge of child development, trauma and attachment theories
- Well-developed written and verbal communication skills, including the ability to prepare for and conduct meetings and implement agreed actions
- Demonstrated organisational and time management skills
- Computer literacy

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Personal Attributes:
  - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
  - Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
  - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
  - Conscientious: Responsible, dependable, organised and persistent.
  - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
  - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries

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### 7. 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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **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.**

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Approved by: Group Manager	Page 3 of 3	Division: South and East Victoria
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