

Position Description

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| Title | Carer Recruitment and Support Worker |
| Business unit | Home Based Care, Eastern Melbourne |
| Location | 321 Ferntree Gully Road, Mount Waverley, with work from and travel to other locations, as required |
| Employment type | Part time (45.6 hours per fortnight) Ongoing |
| Reports to | Team Leader Home Based Care |

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 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 Carer Recruitment and Support Worker conducts comprehensive interviews and writes assessment reports for potential foster carers under the 'Step by Step' framework. This role 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.

The role is responsible for all aspects of carer recruitment including responding to initial enquires, facilitating information sessions, conducting 'Shared Lives' training for potential carers, completing assessments, presenting potential carer households to an accreditation panel and providing support and opportunities for upskilling once a carer has been on boarded with the agency. This position must adhere to strict audit and quality compliance standards determined by the Uniting and the Department of Families Fairness and Housing (DFFH).

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2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Home Based Care team members
- Senior Intake Worker
- Program Manager
- Senior Manager
- Group manager
- Other Uniting professionals

External

- Department of Families Fairness and Housing, Placement Coordination Unit and Child Protection
 - Other services on accreditation panel
 - Other professionals involved in the accreditation process such as psychologists, General Practitioners etc.
 - Potential carers
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4. Key responsibility areas

Service delivery

- Lead and drive the recruitment (including safety screening checks), assessment, training and support of potential and accredited caregivers and volunteers
- 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 checks and other required documentation
- Complete compliance checks such as Home and Environment checks as required
- Fully utilise the 'Shared Lives' training modules and competencies, facilitating this training for potential foster carers
- 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 Home Based Care Team Leader on any vulnerabilities of the assessment, working collaboratively on a plan to address identified issues
- Prepare reports and service documents, maintaining accurate and up-to-date case notes

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- Foster collaboration and team work within and across programs and services
- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government officials
- Other projects and duties as required

Quality and risk

- Participate in supervision as required with the Home Based Care Team Leader
- Maintain comprehensive professional case files and client records, including data collection, according to program requirements
- 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 a 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 position

5. Person specification

Qualifications and requirements

- A minimum of a Diploma level qualification in Community Services or equivalent; a 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 is preferred
- Current driver's licence valid in Victoria

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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 years
- 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

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Communication skills:** open, honest, articulate and flexible approach to communication and the ability to actively listen; well-developed written communication including the ability to prepare for and conduct meetings, and implement agreed actions
- **Interpersonal focus:** strong interest in people, respect for others and 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, clear about purpose and able to set appropriate personal boundaries.
- **Computer skills:** competent use of the MS suite of products and case management software
- **Organisational skills:** Demonstrated organisational ability and effective time management skills
- **Industry Knowledge:** Sound understanding of child development, trauma and attachment theories

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.