

Position Description

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| Title | Foster Care Recruitment, Training and Support Worker |
| Business Unit | Child, Youth & Families |
| Location | 185 Baillie Street Horsham |
| Employment type | Part Time (0.6 FTE) Maximum Term position (12 months) |
| Reports to | Team Leader Young People in Care |

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 Recruitment, Training and Support Worker will work within the Foster Care Team to provide high quality Foster Care Services to children and their families throughout the Wimmera.

The primary focus of the role is to promote the Foster Care program and the recruitment, reviewing, training and support of volunteer care providers, including supervision, annual reviews and home environment checks. The Foster Care Recruitment, Training and Support Worker also provides project support to the Foster Care Team to contribute to the ongoing development of the program.

2. Scope

Budget: Nil

People: Nil

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Foster Care Recruitment, Training and Support Coordinator

3. Relationships

Internal

- Uniting employees and volunteers

External

- Foster carers
 - Government Funding Bodies
 - Other Community Service Organisation
 - Department of Families, Fairness and Housing
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4. Key Responsibility Areas

Promotion of Foster Care

- Support the promotion the Foster Care program through the development of positive media coverage, public speaking appointments and information sessions.
- Maintain links with other agencies and professional bodies and attend network meetings relevant to caregiver recruitment.
- Increase the Voice of Foster Carers and assist with the establishment of a Foster Carer Advisory Committee

Recruitment, Training and Assessment of Foster Carers

- Provide information to prospective Foster Care Families and conduct assessments using the Step by Step and Choose with Care models.
- Plan and facilitate prospective foster caregiver training using the Shared Stories Shared Lives training model.
- Maintain accurate and accessible records and reports, including assessments, caregiver reviews, case notes, Looking after Children documents (if backfilling case workers) and other reports as required.
- Attend team meetings, training, professional development opportunities and supervision as required.

Administration and Finance

- As directed by Team Leader e.g. Brokerage and costs for recruitment and assessment activities.

Quality and Risk

- Contribute to the strategic and operational planning including long term planning to improve services and outcomes.
- Abide by all program requirements and responsibilities as per the guidelines for Out of Home Care.
- Model a positive culture in all interactions with staff, colleagues, clients, and all external stakeholders.

People and Teams

- Support a positive team culture and contribute to the activities of the team through engagement at team meetings and within the tasks that are undertaken.
- Apply a solution focused approach to problem solving, work collegiately with peers, while always upholding the values and mission of the agency.
- Work collaboratively with the relevant statutory bodies and other agencies to supporting children and families in foster care with a solution focused approach to problem solving.
- Always uphold the values and mission of the agency.

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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.
- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

5. Person Specification

Qualifications

- Tertiary qualifications in Social Work, Welfare Work or related field.

Experience

- Experience working with children and families in the child protection area.
- Experience in working effectively in a care team situation and the ability to manage complex relationships and interactions.
- Experience in supporting young people to grow and develop.
- Experience in working with traumatised young people.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Demonstrated experience in working effectively with children, young people and their families using therapeutic approaches as well as an understanding of the Looking After Children (LAC) case management framework.
- Demonstrated knowledge and ability to operate within relevant legislation, departmental and agency policies and guidelines.
- Demonstrated understanding of statutory intervention, the reasons why children and young people come into care and the role of the Therapeutic Case Worker (Circle)/Foster Care program.
- Demonstrated understanding of the important role volunteer care providers play in a child or young person's life and the ability to liaise with and support them in this role.
- Demonstrated experience in networking and liaising with a variety of professional services who may be involved in a child or young person's life.
- Demonstrated understanding of risk and needs assessment in working with high-risk children, young people and their families.
- Highly developed interpersonal, communication and negotiation skills.

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- Excellent writing skills including the ability to prepare case notes, documents for distribution to volunteer caregivers and reports for families and other professionals.
 - Computer proficiency.
 - Willingness to be flexible with work hours, travel and participation in afterhours service.
 - Demonstrated ability and willingness to participate in public speaking activities which promote the work of the Foster Care program.
 - A broad understanding of and commitment to the programs of Uniting Wimmera.
 - Personal attributes: disciplined, client focused, ethical, collaborative and supportive.
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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

Name:

Signature:

Date: