



*Giving Hope. Nurturing Dreams. Inspiring Youth to Thrive.*

## POSITION DESCRIPTION

<b>Position:</b>	Foster Care Support
<b>Hours:</b>	30.4 hours (4 days) per week
<b>Salary:</b>	SCHADS Award Level 5 Pay Point 1-4
<b>Terms of engagement:</b>	Permanent Part Time- 6 month probation period
<b>Location:</b>	Lismore
<b>Responsible to:</b>	Foster Care Program Manager
<b>Qualifications:</b>	Diploma in Community Services or similar and/or an equivalent of 2 years Working within the Foster Care system

### Key responsibilities:

- Provide support and Supervision to Foster Carers
- Step by Step Assessments of Foster Carer Applicants as required
- Coordination and/or facilitation of Foster Carer training, Clinicals and development
- Administration support for Foster Care Team, including Case Filing
- Provide Foster Care Casework Support

### Your Main Duties Will Be:

- Foster Carer support, assessment and training
- Administration Duties
- Comply with the WHS Act
- Contribute to the work of CASPA
- Participate and positively contribute to the team structure
- Other duties as required by the organisation
- Foster Care Casework Support
- Foster Care On Call support

### Key requirements:

- Current Working With Children Check (WWCC)
- Current Criminal History Check (CHC)
- Current class c drivers licence and access to a vehicle with a comprehensive insurance cover
- Ability to meet the selection criteria for this position

## **DUTY STATEMENT**

**Position:** Foster Care Support

**Duties will include:**

### **Foster Carer Support, Assessment and Training**

- Advocate for Foster Carers
- Supervision and debrief sessions with Foster Carers
- Coordinate and source training and development opportunities for Foster Carers
- Formal quarterly supervision of Foster Carers
- Monthly carer home visits
- Coordinate clinical attendance, agendas and minutes
- Conduct Step by Step Assessments of Foster Care Applicants
- Maintain up to date Case Files to accreditation standards
- Demonstrated ability to communicate (both written and oral), consult, resolve conflict and negotiate with Foster Carers

### **Administration Duties in Foster Care**

- Ensure all documentation for clients and carers are filed in a timely manner
- Maintenance of filing systems for Foster Care program, including creating and archiving files as required
- Maintain welcome packs supply and provide to all new entrants to Foster Care
- Maintenance of databases
- High level computer skills
- Answering telephones
- Calendar coordination
- Well organised, good attention to detail and discretion in all areas
- High level of professional communication and interpersonal skills
- Coordinate training and events, when required
- Facilitate Carer support group and newsletters as required

### **Comply with the following legislation and observe the principles of the Act**

- WH&S Act 2011
- NSW Antidiscrimination Act 1977
- Child and Young Person Care and Protection Act 1998
- NSW Child Safe Standards for Permanent Care 2015
- The Guardianship Act 1987
- The Adoption Act (2000)
- NSW Disability Services Act 1993

### **Contribute to the work of CASPA**

- Adhere to the Children's Charter of Rights and UN Convention on the Rights of the Child
- Positively promote the profile of the organisation
- Actively recruit new potential foster carers alongside the CASPA Foster Care team
- Contribute to the development of the CASPA Foster Care Program
- Uphold the sentiments of CASPA's vision and mission statements
- Use best practice principles when working with children and young people
- Adhere to CASPA's Ethical Code of Conduct, Confidentiality Statement and Policies and Procedures at all times
- Effectively provide services to children and young people in an environment which is friendly and supports their life transitions focusing on strengths and abilities

- Use effective liaison and consultation within CASPA, the OoHC sector and the broader community
- Develop, maintain and liaise with interagency and stakeholders

**Participate and positively contribute to the team structure**

- Advocate for clients and carers and support workers
- Attend and positively participate in all team meetings and staff development opportunities
- Take responsibility for giving and receiving feedback within the team setting
- Uphold team decisions

**Provide Foster Care Casework Support**

- Provide some Casework duties to young people in Foster Care as required
- Assist Caseworkers with reasonable Casework tasks in the best interests of children and young and their placement
- Maintain professional and accurate records of any Casework duties performed on children and young people files
- Work alongside and in consultation with fellow Caseworkers, wider CASPA team members and the Foster Care Program Manager

*Other duties as required by the Organisation*

**Selection Criteria**

**Essential**

1. Diploma in Community Services or similar, and/or an equivalent of 2 years working within the Foster Care System
2. Demonstrated experience in Foster Care systems and support, and the ability to establish and maintain relationships in a professional manner with Foster Carers
3. Demonstrated experience in problem solving, showing initiative, a team player and prioritise workloads to meet deadlines
4. Demonstrated ability to communicate (both written and oral), consult, resolve conflict and negotiate with Foster Carers and other members of the team
5. Demonstrated ability and commitment to maintain confidentiality and privacy and to exercise tact and discretion.
6. Intermediate level computing skills including Microsoft office suite

**Desired**

1. Step by Step Assessment course completion
2. Shared Stories (or Shared Stories Shared Lives) certified
3. Experience as a Foster Carer
4. Commitment to coordinate professional development and training for Foster Carers

Working with Children and Criminal History Checks are required for all child related employment.

*I acknowledge that I fully understand the job description above and accept the duties of the position as stated.*

Signed: .....

Date: .....