

Child & Family Practitioner Foster Carer Recruitment

Position

This position is within Child & Family. It is part of the out of home care services team.

This position reports to the Team Leader

Reporting line may vary depending on location and service size

This position does not have any direct reports This position may have direct reports, positions vary

This position has the following direct reports:

This position is designated Band 7 under the *Schedule of Authorities and Delegations*

This position is a budget holder This position has designated revenue targets

This position is an Aboriginal & Torres Strait Islander identified position

This position does require a working with children related clearance

Purpose

The purpose of this position is build and strengthen our pool of committed foster carers through effective recruitment strategies, the creation of positive engagement experiences, rigorous assessment, coaching, and training.

Focus

To achieve this purpose, the position holder would typically:

- Conduct comprehensive assessments of foster carer applicants using approved frameworks.
- Write assessment reports for the Foster Carer Authorisation Panel, community services and court in a professional and analytical manner.
- Coordinate foster carer recruitment activities by engaging with our communities, utilising new and existing networks, and collaborating with other out of home care services.
- Ensure the foster carer recruitment and on boarding process meets the current program needs and the carer applicant experience is engaging and supportive.
- Conduct placement matching , in consultation with Child & Family Practitioners when required post approval of foster and kinship carers.
- Support foster and kinship carer applicants throughout the rigorous assessment process with coaching, training, and providing information to carers and other practitioners to access wrap around services, when required.
- Work with other practitioners, Senior Practitioners, Team Leaders and Managers to develop, review and present the carer on-boarding program.
- Coach, advise and provide on the job support to Child & Family Practitioners and Support Workers to better understand and apply strengths based frameworks as related to foster and kinship carers.
- Depending on the requirements of the service, may be required to plan, develop and facilitate or co-facilitate groups and workshops relating to the service.
- Document and create reports on client services and client changes using technology and paper based systems in a clear, logical, understandable and timely way.
- Advise the Team Leader of any significant changes or concerns regarding the carer applicant, their home environment, wellbeing, their services, or other risks, as soon as possible.
- Make child protection reports to the community services helpline when assessed as necessary, in consultation with the Team Leader or Manager.
- Document work hours, kilometres travelled, reimbursements and other employee records in the timeframes required.

Outcomes**When things are going well we would expect to see these outcomes:**

- Foster carer assessment processes are effective to ensure high quality foster carers can be identified
- Foster carers recruitment increases and sourcing channels for recruitment are identified
- Foster carers feel appropriately supported through the on-boarding process and are provided with effective training, information and support

Relationships**We work collaboratively with others, however this position works close closely with:**

Within The Benevolent Society:

- Other Child & Family Practitioners
- Team Leaders
- Manager, Practice Support
- Managers

Outside The Benevolent Society:

- Clients
- Birth families
- Foster and kinship carers
- Other service providers and agencies
- Wrap around services such as schools, allied health

Individual**To achieve the position purpose and outcomes the position holder will need to have:**

- Degree qualified in social work, psychology or other relevant degree
- Minimum 2 years experience working with children and/or families in a child protection focused role, including experience undertaking comprehensive assessments
- Good understanding of child protection issues and client vulnerabilities such as drug and alcohol use, domestic violence, mental health issues and the impact of trauma
- Strong analytical skills, including the ability to see or hear that little piece of information or inconsistency that would determine suitability for foster carers
- Understanding of the needs of diverse communities such as Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and gay, lesbian, bisexual, transgender and intersex (LGBTI) communities
- Good written and verbal communication skills, including excellent report writing skills
- Strong ability to analyse information, guided by a Child Safety and Wellbeing and Trauma frameworks
- Good relationship building skills with the ability to create strong working relationships with internal and external stakeholders
- Ability to work flexible hours as evening and weekend work will be required

Travel**This position may require some flexibility in terms of travel or hours of work:**

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to clients (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required
- Use of TBS pool cars may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

Context**Those with knowledge of this position say the things that might make your day are:**

- Being able to recruit new foster carers and see safe, stable relationships developing with the children and young people in their care
- Working with the team to get a comprehensive view and reach better outcomes
- Reflecting on positive feedback when suggestions have been helpful
- Being able to positively influence a client's future
- Supportive work environment that promotes professional development and skill building

Those with knowledge of this position say some key challenges you might experience are:

- Potentially serious consequences of decision making and its impact on children
- Ensuring self care to prevent burn out
- Managing aggressive and/or conflicting needs and responses from stakeholders
- Managing time to complete documentation

Approvals

Approver	Director, Human Resources	Date: 29 November 2016	Position Code: CFS015
Review history	V1.0 Release		
Advertising	Community services, case manager, case work, social work/er, youth work/er, child protection		

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.