

SOUTH BURNETT CTC INC

POSITION DESCRIPTION

FULL TIME FOSTER CARE SUPPORT WORKER PARTNERS IN FOSTER CARE – WONDAL

Position Type	Full Time – 38 hours per week including participation on the on call roster and occasional after hours/weekend work
Program Coverage	Partners in Foster Care
Location	20-24 Mackenzie Street, Wondai
Reports To	CTC Partners in Foster Care Team Leader
Headquarters	South Burnett CTC Inc, (CTC) 6 Cornish Street/PO Box 490, Kingaroy
Award Conditions	MA000100 - Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS). QCSCA TPEO. Community Services Worker Level 3 or 4 depending on qualifications and experience http://www.fwa.gov.au/index.cfm?pagename=awardsfind

Job Purpose

The Support Worker works under general direction to recruit, provide training, assess and support foster carers attached to the service.

Through two contracts with the Department of Child Safety, Youth & Women, Partners in Foster Care (PIFC) recruits, trains, assesses and supports carers across the South Burnett who care for children and young people under Child Protection Orders.

- The PIFC Foster and Kinship program supports department approved carers of children and young people aged 0-17 years with moderate to high support needs.
- The Intensive Foster Care Program supports six children and young people aged 0-17 who have complex or extreme support needs and are being cared for by department approved Foster or Kinship carers. The training offered to carers of these placements is specifically developed to support the carer to meet the individual needs of the child in care.

Requirements

- Possession of a Working with Children Blue Card or ability to acquire
- Ability to meet and maintain any other current or future legislative benchmark requirements including Licencing of Care Services Suitability Check
- Child Protection or Community Sector experience. Qualifications in Social or Behavioural Science/Community and Human Services and Training and Assessment desirable
- An understanding of the Human Services Quality Framework (HSQF)
- Experience in case management and facilitating adult learning
- Sound knowledge of out-of-home care issues which impact on foster carers and children/young people in their care who may have complex/extreme needs
- Understanding of child development and trauma related behaviours
- Ability to identify and provide a range of support to foster carers including referral to other relevant agencies when required
- Ability to communicate professionally (verbally and electronically) with foster carers, children, child protection workers and other support agencies
- Ability to respond in a culturally sensitive way to service users and community need
- Ability to uphold cultural protocols and maintain community support
- Demonstrated understanding of personal and professional boundaries

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- Time management techniques to ensure all case notes are compiled within an appropriate timeframe and that client files are kept up to date on a database and in a hard file
- Availability and willingness to participate on the on call roster and work reasonable, flexible hours subject to operational demands of the service including occasional after hours and weekend work
- Ability to maintain a driver's licence without suspension and be transparent in reporting any past or future driving/traffic infringement notices that may impact on own suitability to transport clients

Duties as a Support Worker

- Actively contribute to the recruitment of potential and/or approved kinship and general carers
- Exercise knowledge of statutory, licensing and legal requirements
- Process referrals of children and young people from the Department of Child Safety, Youth & Women, matching them with approved carers to best meet their needs
- Deliver pre-service and ongoing training to carers, covering the range of needs of the children/young people in their care
- Assess/reassess carers prior to departmental approval/re-approval
- Provide support to foster carers to meet the needs of children and young people, including coordinating respite, assisting in the development and maintenance of behaviour management and case management plans, drive care plan development and participation for Intensive Foster Care clients
- Ensure all case notes are of the standard required and entered into the database and placed in a hard copy file in a timely manner. Ensure files meet all licencing requirements.
- Contribute to the revision of licencing procedures
- Manage time, set priorities, plan and organise own work
- Provide assistance on funding applications including basic research or collection of data
- Liaise with other professionals at a professional level
- Contribute to the team in developing the yearly training calendar
- Give appropriate support to team members
- Demonstrate the ability to self-reflect on own performance
- Be proactive in ensuring you receive regular internal supervision and external supervision as required

Duties as an Employee of CTC

- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/Acts/Guidelines
- Integrate with other programs and the ethos of CTC Inc
- Be an effective member of the PIFC team and other CTC teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean and tidy work environment
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required

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Performance Measures

- Regular support and supervision with the Team Leader
- Performance will be reviewed prior to the end of an initial 6 month period and annually according to the details of this and any revised position descriptions.

Service standards are to be in accordance with the ethos, mission, vision, policies and procedures of CTC and in strict adherence to licencing/contractual requirements.

As part of the Partners in Foster Care team, the Support Worker will have knowledge and understanding of other CTC services and contribute to the success of the organisation in its entirety.

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- more detailed duties are to be arranged with my supervisor in line with the requirements of the organisation and broadly consistent with the role

Employee Name..... **Signature**..... **Date** / / 2018