

SOUTH BURNETT CTC INC POSITION DESCRIPTION

FOSTER AND KINSHIP CARE PRACTITIONER CTC PARTNERS IN FOSTER CARE, WONDAI

Position Type	Full Time (38 hours per week) / Part Time (As agreed)
Hours of Operation	9.00am to 5.06pm, Monday to Friday, (Full Time) however as flexibility is required to meet the needs of the service and carers, the spread of hours can range between 6.00am and 8.00pm / As agreed
On Call Rosters	An afterhours on call roster (7 days per week) is shared amongst Foster and Kinship Care Practitioners who are supported by a backup on call roster which is shared between two Team Leaders The Service Manager is available (via the Team Leader on backup on call) to manage incident reporting process (eg. Level 1 incident reports)
Based at	20-24 Mackenzie Street, Wondai
Reports To	CTC Partners in Foster Care Team Leader
Headquarters	South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610
Financial Delegation	Not applicable
Award Conditions	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) QCSCA Transitional Pay Equity Order (TPEO). Level 3 (\$32.54 per hour) or Level 4 (\$37.54 per hour) depending on qualifications and experience, plus salary packaging

South Burnett CTC Inc (CTC)

Information on the objects, mission, vision, values, Board of Governance and current operations of CTC can be found at www.sbctc.com.au.

CTC Partners in Foster Care

Through two contracts with the Department of Children, Youth Justice and Multicultural Affairs, 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 Foster and Kinship contract (which commenced in 2006 and is currently funded for the period ending 30 June 2023) supports Department approved carers of children/young people aged from birth to 17 years who have moderate to high support needs. PIFC currently supports 75 carers and 149 children/young people (which is within the bandwidth of the contractual number of 145).
- The Intensive Foster Care contract (which commenced in 2006 and is currently funded for the period ending 31 December 2023) currently supports six children/young people aged from birth to 17 years who have complex or extreme support needs and are being cared for by Department approved Foster or Kinship carers.

The PIFC Team includes: full time Service Manager, 2 full time Team Leaders, 7 full time Foster and Kinship Care Practitioners and 1 full time Administration Officer.

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Qualifications, Experience and other Pre-Requisites for the Position of PIFC Foster and Kinship Care Practitioner
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Industry Experience/Qualifications/Licences

- Industry experience in Child Protection, Human Services or other relevant experience which demonstrates the ability to engage with and support Indigenous and non-Indigenous foster and kinship carers to provide a safe, happy and stable placement for children/young people who may have complex needs and trauma based behavioural issues
- An understanding of the Child Protection Act and related policy, legislation and relevant Industry Standards
- Relevant qualifications or the desire to gain qualifications in a supportive environment
- Experience in or the aptitude to learn assessment tools/techniques to assess the suitability of potential carers
- The ability to identify and respond to the individual needs of foster and kinship carers
- An understanding of child development milestones and the ability to develop and support the implementation of trauma based behaviour management plans/strategies to assist children/young people who have complex or extreme needs
- Time management and IT competency to ensure all responsibilities/deadlines are met and to ensure that electronic carer and other files are kept up to date within the required timeframes
- Qld Driver Licence
- First Aid and CPR Certificates

Communication and Information Sharing

- Verbal and non-verbal communication techniques and active listening skills, complemented by highly developed interpersonal skills, to ensure the timely and accurate receipt, sharing and dissemination of internal and external information
- Written communication skills at the professional level required to document the information gathered and make a recommendation to the Department on the suitability of prospective carers for the Department's final approval processes
- A professional understanding of privacy and confidentiality in relation to the sharing of information

Screening

- Working with Children Blue Card
- Licencing of Care Services Suitability Check
- Ability to meet and maintain any future screening requirements

Cultural Awareness

- Ability to respond in a culturally sensitive way to all stakeholders of the service
- Ability to uphold cultural protocols and maintain community support

Availability and Flexibility

- Availability and commitment to participate on an afterhours on call roster which is shared amongst Foster and Kinship Care Practitioners
- Flexibility to adjust hours when required to keep children/young people safely placed with carers
- Availability for occasional pre-planned out of work hours/weekend events

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Broad Responsibilities of the PIFC Foster and Kinship Care Practitioner Positions

Provide To and Receive Support from the Designated Team Leader

- Work closely with the Team Leader:
 - by having regular, informal discussions in relation to your caseload and other aspects of your work and formally during monthly support and supervision meetings
 - to ensure your safety in all aspects of your role and the safety of others
 - to provide input into the continuous improvement of PIFC Policies and Procedures and associated practices
 - to identify opportunities for your professional development as a Foster and Kinship Care Practitioner
 - to develop the skills and qualifications to backfill a Team Leader position if required
 - to ensure you receive regular external support and supervision (with attendance at least once every 3 months)

Service Delivery

- Assist in the recruitment of carers as requested and overseen by the Service Manager
- Co-deliver carer pre-service and in-service training with a Team Leader (pre-requisite is the completion of the orientation modules for pre-services standard training)
- Undertake Initial, Renewal and Provisional Carer Assessments for review of the Team Leader before lodgement with the Department
- Deliver a range of emotional and practical assistance to a caseload of carers which, at a minimum
 - supports each carer to provide care that meets the Statement of Standards and the Charter of Rights for a Child in Care
 - is consistent with the principles of the Act, that is, the safety, wellbeing and best interest of the child is paramount
 - improves outcomes for children in out-of-home care, their carers and carer families
 - provides the support required for each carer to meet the specific goals of a placement
 - provides the broader, general development and support needs specific to each carer's overall role and responsibilities
 - assists to manage family contact between children and their families
 - assists in managing the behaviour of children
 - supports the education of children and liaison with schools
 - prevents placement breakdown
 - retains foster carers
 - respects and maintains personal and professional boundaries
- Contribute to the direct support of children/young people in the Intensive Foster Care program
- Participate in the matching process for referrals from the Department
- Participate on the on call roster and on call handover meetings
- Ensure all assessments, case notes, home visits, training, departmental meetings and other responsibilities/ deadlines are met
- Ensure that electronic carer and other files are kept up to date within the required timeframes

SOUTH BURNETT CTC INC POSITION DESCRIPTION

Networking and Consultation

- Establish sound working relationships and cooperative arrangements with CTC staff at all levels, foster and kinship carers, government and non-government agencies, community groups and any other stakeholders
- Attend Departmental and other meetings as directed

Responsibilities as a CTC Staff Member

- Have knowledge and understanding of the organisation's mission and vision and contribute to the success of the organisation in its entirety
- Be an effective member of the Partners in Foster Care Team as well as all other CTC Teams
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
 - Qld Human Rights Act
 - Human Services Quality Standards
 - CTC Staff Code of Conduct
 - CTC Code of Conduct for Working with Children and Young People
 - NDIS Code of Conduct Code
 - NDIS Practice Standards

Reviews

Performance will be reviewed within an initial 6 month period and then on an annual basis according to the details of this and any revised position descriptions.

Confirmation of Understanding and Agreement with the Position Description
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I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- more detailed responsibilities will be discussed with the Team Leader in line with the requirements of the organisation and broadly consistent with the role

Staff Member: _____ Signature: _____ Date: _____