

Position Description

Case Worker Assessments



Job Title: Case Manager Assessments	Program: Foster Care
Award: Social Community Homes Care and Disability Services Award	Classification Level: Level 4
Reports to (Title): Regional Manager Foster Care	Direct Reports: None
Leader Signature: _____	Date: _____
Incumbent Signature: _____	Date: _____

About our Organisation

Together, as one team we care to ensure all country people to have a safe home, enough money to live on and strong positive relationships.

Everything we do is underpinned by our core values (CARE - Compassion, Adaptability, Relationships, Excellence).

About the Job

The Foster Care Assessment Case Worker will work collaboratively as a team member within the Foster Care team to actively recruit, assess and train potential foster carers and provide ongoing support services, training and education to existing carers. The role will ensure quality and thorough assessing of prospective foster carers using the NSW 2023 Step-by-Step framework. The assessment case worker will engage potential foster carers through a variety of recruitment and training tasks e.g. attending marketing events, running information sessions and other community engagement activities, plus conducting orientation training of Shared Lives carer training, and other identified trainings required. The role will support the collaborative functioning of the foster care team around children in care and develop foster carers with the skills and knowledge to provide a safe care environment promoting the positive development of children and young people.

Key Responsibilities

Work Health Safety and Wellbeing (WHS&W)

- Lead by example in adhering to WHS&W policies and procedures and ensure all team members understand and comply with their WHS&W responsibilities.
- Actively lead the team in identifying, reporting work place hazards, and the implementation of appropriate controls.
- Ensure workplace incidents are reported in a timely manner.
- Actively participate in and support return to work programs for team members.
- Actively promote a psychologically safe work environment.
- Maintain personal wellbeing by effectively managing workload and stress levels.



- Maintain team psychological wellbeing by ensuring fair distribution of tasks, clear responsibilities and supportive work environment.

Service Delivery

- Provide assessment and facilitate access to training and education to prospective and current foster carers
- Engage in community based recruitment initiatives
- Conduct thorough assessments of prospective foster carers in accordance with assessment requirements and frameworks
- Support the team and the regional manager to ensure timely assessment and training of prospective foster carers
- Monitor and identify gaps and risks in foster care recruitment, assessment and training
- Work collaboratively with internal and external stakeholders to deliver high quality outcomes for foster carers, children and young people

Organisational Responsibilities

- Demonstrate appropriate and professional workplace behaviours in line with ac.care Policy and Procedures.
- Actively participate in ac.care's Performance Development and Review Program.
- Actively promote and role model the ac.care values of Compassion, Adaptability, Relationships and Excellence and desired ac.care Way behaviours.
- Actively speak up, report and challenge bias and intolerance within the workplace, e.g. misconduct, illegal and inappropriate behaviour, conflicts of interest, racism and bullying and harassment.
- Maintain a commitment to demonstrating respect and support for Aboriginal and Torres Strait Islander people.
- Actively contributes to a culture and environment where children and young people's safety and wellbeing is at the centre of thought, values and action.

Key Relationships

Who	Why
Internal	
Regional Manager Foster Care	• Assist the Regional Manager with planning and co-ordination of program activities e.g. foster care recruitment strategies within our local regions. • Monitor and identify gaps in foster care recruitment and assessment processes.



	Keep accurate and appropriate documentation in accordance with program and funding body requirements to support reporting.
Senior Manager Foster Care	Participate in the evaluation, monitoring and reporting of program activities to determine their effectiveness and contribute to identifying strategies to address any deficits.
Foster Care Team	- Work closely to provide consistency and communication across the program - Work collaboratively to support prospective and approved Foster Carers and Young People in care.
External	
Service Providers	Work collaboratively, developing respectful and compassionate relationships with internal and external stakeholders to deliver high quality outcomes e.g. Department for Child Protection, carer households, professionals and/or other carers or significant community people.

Special Conditions

- Hold a current SA drivers licence 'Class C' or interstate equivalent
- Working with Children Check (WWCC)
- National Police Check (NPC)
- Client visitations outside of the office will be required.
- Out of hours work will be required from time to time
- Intra and interstate travel may be required.

Key Selection Criteria

Essential

- Tertiary or formal qualifications and/or demonstrated experience in Social Work, Social Science, Community Services or a related field. Preferred minimum qualification is Certificate IV in Child, Youth and Family Intervention (CHC40313)
- Demonstrated experience in case management, case noting, assessment and referral.



- Demonstrated knowledge of the effects of developmental trauma and abuse, attachment issues and behaviour management in relation to children in care.
- Demonstrated experience in delivering training programs and presentations.
- Demonstrated use of self-reflective practices that build understanding of how personal experiences shape values, beliefs and responses to children, families and colleagues
- Demonstrated understanding of confidentiality and privacy, including the principles of sharing information about children and families.
- Demonstrated experience in effective communication both oral and written with a broad range of people from a variety of backgrounds.
- Demonstrated practice in managing time, setting priorities, planning and organising work and that of other staff and/or volunteers where supervision is required.
- Demonstrated knowledge of identifying, reporting and implementing Work Health and Safety procedures and initiatives for personal safety and the safety of others.
- Ability to identify and manage own emotional responses to staff and families being supported.

Highly Regarded

- Experience working with Aboriginal and Torres Strait Islander peoples, families and communities.
- Experience working with people from culturally and linguistically diverse (CALD) backgrounds.
- Experience and knowledge of child focused practice principles.
- Demonstrated commitment to on-going learning and development.
- Accredited to provide Shared Lives Training (ACWA)
- Accredited in the Step-by Step 2023 Assessment Tool (ACWA)
- Thorough understanding of foster care services and the issues facing foster carers.
- Previous experience in providing case management and/or conducting assessments for clients in Out of Home Care or Child Protection

