South Coast Medical Service Aboriginal Corporation

POSITION DESCRIPTION

Position Title	Intake, Carer Recruitment and Support Worker
Reporting to	Team Leader – Child and Family Services
Liaises with internally	All employees
Liaises with externally	Government and non-government agents, clients, community
Purpose of the position	This position is responsible for the intake and assessment of child or young person (CYP) referrals. Government and non-government agents, clients, community The Intake, Carer Recruitment and Support Worker recruits, assesses and supports Foster Carers to maintain safe, nurturing placements that meets the needs of CYPs in their care.
Selection Criteria	**Essential Criteria** • Minimum Cert IV in Community Services or related fields, or willingness to obtain. • Experience working with children, adolescents, families and communities. • Proficiency in report writing and demonstrated ability to develop, organise and maintain records and reports in a timely manner. • Demonstrated computer proficiency, including the use of all Microsoft Office applications, clinical record and data management systems. • Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children - specifically regarding the placement of Aboriginal children and young people in out of home care. • Ability to develop productive working relationships with stakeholders, including funding bodies, peak bodies and other agencies. • Working knowledge of the local and regional service networks. • Excellent communication skills and interpersonal skills with the ability to exercise these in a team environment. • Effective time management skills and the ability to work to strict deadlines. • Effective conflict resolutions skills, negotiation, mediation, and decision-making skills. • Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998.

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	• Current knowledge of the NSW Children's Guardian OOHC Standards and accreditation processes. • Willingness to consent to have probity information entered onto the Residential Care Workers Register • Current Working with Children Check, Working with Vulnerable People Registration and National Police Check. • Current Driver's Licence. **Desirable Criteria** • Aboriginality* • Previous experience working with Foster Carers.
Behaviours Required	1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	**Day to Day / General** • Conduct Carer Assessments and send assessment report to management within 10 business days of conducting the final interviews. • Conduct Annual Carer reviews for all authorised Carers at least fifteen business days before the anniversary of authorisation and provide to Team Leader within five business days of it being conducted. • Conduct bimonthly Carer support and supervision visits and/or phone support for all carers and provide the Report to Team Leader within five business days. • Carry out probity checks prior to commencing assessment of a Carer. • Upon approval from CEO, update carers register of new Carer.

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	• Notify the Carer applicant within two business days of receipt of approval from CEO. • Conduct initial Carer Review after three months from the commencement of the first placement. • Conduct interim Carer Reviews when change of circumstances and within 10 business days of this occurring. • Undertake home safety checks during Annual Carer Reviews or at the time of a change of residence. • Update data management system within five business days of any changes to the carer household. (i.e. change of address or changes to household members). • Monitor psintake email to respond to the intake of information, broadcasts and other networking emails. • Enter carer application and transfer request information into the data management system within five business days of application being received. • On receipt of CYP placement broadcast, if declined complete the Intake Consultation Decision Making Panel Report (ICDMPR), within two business days; if accepted, complete ICDMPR within five business days. • Assist with planning and preparation of the facilitation of quarterly Carer meetings. • Assist with the coordination and planning of Carer training according to the carer training schedule. • Upload the Carer Support and Supervision document to database management system within two business days after the team leader has returned the document. • Facilitate Carer morning teas, at least one per month. • Assist with the development of the Carer Newsletters four weeks before each school holidays. • Assist with the distribution of Carer Newsletters two weeks before the commencement of school holidays. • Conduct Carer Surveys annually in January, using feedback to assist with continuous quality improvement. • Develop and implement Carer recruitment strategies including promotional activities and Community engagement. • Update and maintain the Carers Register in an accurate manner within one business day of the information being received, or notification of change of circumstance. • Participate in rotational on call roster.

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- Attend relevant meetings. Be punctual, prepared, and ready to participate.
- Actively participate in monthly documented support and supervision sessions.
- Participate in relevant annual performance reviews.
- Other duties as reasonably directed by the CEO or delegate.

Communication and Collaboration

- Maintain client confidentiality.
- Communicate in a professional and respectful manner.
- Report matters in line with SCMSAC's Notifiable Events Policy.
- Participate in decision-making and joint problem solving.
- Build positive partnerships, both internally and externally.

Information Technology

- Utilise IT Systems and equipment in line with SCMSAC policy and procedure.
- Collect and analyse data, specific to your role.

Continuous Quality Improvement

- Actively participate in organisational continuous quality improvement initiatives.
- Actively participate in the implementation of outcomes from program quality audits.
- Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.

Child Safety

- Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.
- Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.

Workplace Health and Safety

- Adhere to WHS obligations as outlined in our WHS Policies/Procedures.
- Comply with relevant PPE requirements for your role.
- Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

Employee Acceptance

I, _____ , accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

		Click to enter date
Name/Role	Signature	Date
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Name/Role	Signature	Date

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