

POSITION DESCRIPTION

1. POSITION TITLE Casual Assessor	2. POSITION LOCATION Permanency Support Program Hunter Manning	3. DIRECT MANAGER Carer Recruitment & Placements Manager
4. SERVICE AREA Permanency Support Program	5. CLASSIFICATION SCHADS Level 4.1	6. POSITION STATUS Casual
7. POSITION SUMMARY		
<p>To undertake recruitment, assessment and training of foster and relative carer applications to a high standard. This is to ensure a permanent, loving and caring home life is available to children and young people in the CatholicCare Permanency Support Program PSP (formerly OOHHC).</p> <p>To coordinate and review referrals for children and conduct placement matching with authorised carers to ensure best practice according to the placement matching principles.</p> <p>The agency will support your wellbeing with a peer support buddy, supervision, ongoing learning, reflective practice and care team meetings. CatholicCare is a family friendly workplace with flexible workplace arrangements. The Bishop grants all staff additional rostered days off between Christmas and New Year on top of your leave entitlements.</p> <p>If you are passionate about best outcomes for children in foster care, if you align with our agreed values and are keen to help “build a stronger, fairer and kinder society”, then we invite you to come join our Permanency team circle.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<p>Essential</p> <ul style="list-style-type: none"> • A commitment to the Vision, Mission and values of our organisation • Tertiary qualifications in the social or behavioural sciences or a related discipline or undertaking same. • Demonstrated experience in conducting comprehensive psycho-social assessments and/or carer assessments • Highly developed written and verbal communication skills and professional computer literacy. • Sound understanding of child development and attachment theory • A commitment to quality management, confidentiality and ethical practice • Ability to work to strict deadlines • Willingness to work outside of business hours • Current drivers licence and own comprehensively insured car <p>Desirable</p> <ul style="list-style-type: none"> • Experience working with children • Experience in Out-Of-Home Care • Attendance at <i>Step by Step</i> Assessment of Foster Carers facilitation training or willingness to undertake 		

9. QUALIFICATIONS / LICENCES

- An appropriate qualification in Social Welfare, Social Work or Psychology, preferably at a degree level or working towards and/ or equivalent experience in the delivery of OOHC or PSP
- Working with Children Check
- National Criminal History Check
- Current Drivers Licence

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, disability, community services, refugee service, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

11. MISSION – VISION – VALUES

Our Mission

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Vision

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Values

Respect – We show consideration for ourselves and others, whilst recognising each other's differences

Justice – We believe in, actively seek and encourage, equality for all

Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.

Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement

Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.

12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
1. Foster Care & Kinship Care Assessments	<ul style="list-style-type: none"> • Conduct Step by Step assessments of carers • Conduct other psycho-social assessments as required • Conduct relative/kinship carer assessments 	<ul style="list-style-type: none"> • High quality assessment report are produced in a timely manner.

	<ul style="list-style-type: none"> • Complete assessment reports as per and within given timeframes • Adhere to strict agency guidelines (as per PSP Policies and Procedures) • Liaise with health, education and community service providers if needed 	
2. Fee for service assessments (as required)	<ul style="list-style-type: none"> • Relative/Kinship Carer assessments (through Non-Placement Support Services) completed for Community Services. 	<ul style="list-style-type: none"> • High quality assessment report produced in a timely manner.
3. Review of authorised carers	<ul style="list-style-type: none"> • Undertake carer reviews as needed. • Monitor carer adherence to the conditions of authorisation. 	<ul style="list-style-type: none"> • High quality report produced in a timely manner.
4. General	<ul style="list-style-type: none"> • Abide by all Catholic Care and Diocesan policies and procedures, including mandatory reporting legislation and Diocesan Child Protection Policy • Participate in organisational events, developmental and strategic planning activities • Participate in internal and external meetings in a manner which contributes to the positive development of the program • Provide information on program services and community supports as required • Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities • Working collaboratively 	<ul style="list-style-type: none"> • Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Behaviour • Information is provided to relevant bodies regarding children at risk in a timely manner • Relevant meetings and events attended • Team member practices a positive working relationship with colleagues • WHS best practice is promoted in the workplace

	<p>with colleagues and management</p> <ul style="list-style-type: none"> • Utilise self-care strategies • Maintain own professional practice and awareness of current research in practice • Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures • Participate in team recruitment and orientation • Other duties within the scope of the position that may be assigned from time to time 	
5. Confidentiality	<ul style="list-style-type: none"> • Maintain absolute confidentiality at all times in relation to the clients and the operation of the service 	<ul style="list-style-type: none"> • Confidentiality is maintained in regards to clients, team and service operations
13. Key Relationships & Communications		
Carer Recruitment & Placements Manager, Permanency Support Program	Frequently for progress updates regarding case management within the Permanency Support Program. Line management purposes such as direct supervision and support.	
Care Team Manager, Permanency Support Program	Work in consultation and collaboration regarding placements to achieve successful permanency goals for children/young people.	
Permanency Support Program Care Teams	Work in consultation and collaboration regarding placements to achieve successful permanency goals for children/young people.	
External agencies FACS etc	Work in consultation and collaboration regarding placement referrals to ensure appropriate placement matching.	
Prospective & authorised Carers	Communication and engagement in assessment and placement processes.	
14. SIGNIFICANT CHALLENGES		
What?	Why?	

<p>Recruitment of a sufficient number of quality carers to support the immediate and complex care of children who have experienced developmental trauma</p>	<p>Promotional activities generate a high level of enquiries and each requires an individual response. Applicants may have little previous experience in working with an agency and understanding the requirements for the process.</p>
<p>Managing the volume of referrals for children needing care and the availability of appropriate placements to match each child's support requirements</p>	<p>Placements must ensure carer has capacity to sustain support of the child in care according to the identified permanency pathway.</p>

15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

Remuneration

Remuneration will normally consist of:

Base Salary, plus,
9.5% Superannuation

Remuneration Packages may vary. Some packages may also include:

- Motor Vehicle
- Mobile Phone
- Laptop

All eligible employees have the option to salary sacrifice base salary for tax free benefits.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

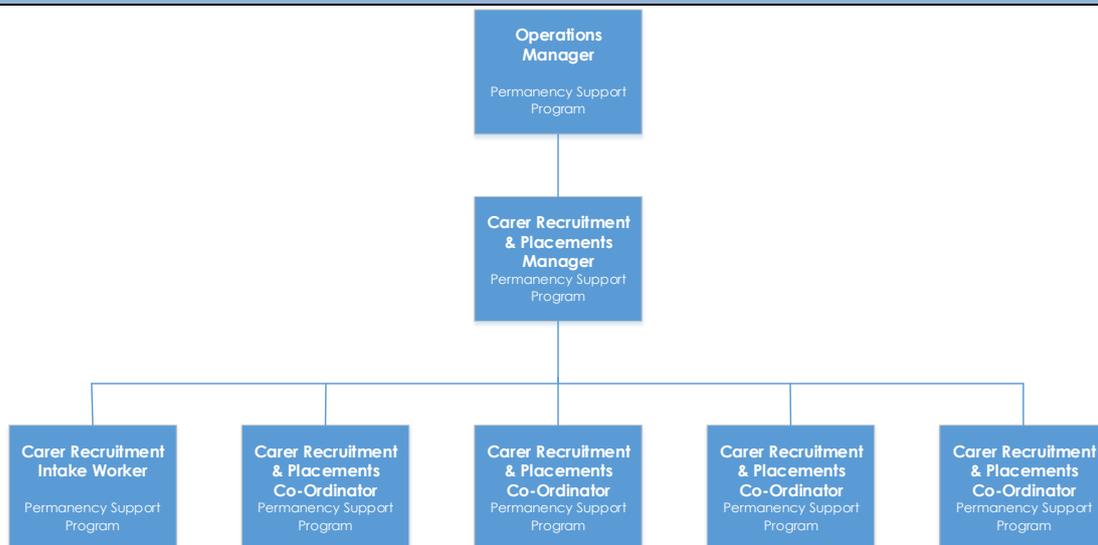
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current drivers licence;
- Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations;
- Not take advantage of their role in CatholicCare for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

17. EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Work with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

18. ORGANISATIONAL CHART



Position Description last reviewed:

14/3/2018

Next review due:

14/3/2019