



## POSITION DESCRIPTION

<b>Title:</b>	Carer Recruitment and Support Worker
<b>Enterprise Agreement:</b>	Community Sector Multiple Enterprise Agreement 2009/Social and Community Services Award
<b>Classification:</b>	Community Services Worker Grade 3
<b>Usual work location:</b>	Liverpool - Sydney
<b>Cost Centre:</b>	461
<b>Usual hours of work:</b>	38 hours per week
<b>Position Objective:</b>	To provide support to the Foster Care Program by assisting with foster care recruitment activities, organisation of carer training programs and the establishment and maintenance of a carer mentoring program.
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work with the Senior Carer Practitioner to conduct recruitment activities including responding to carer enquiries and supporting Exchange of Information sessions.</li> <li>• Process all probity checks and household safety checks for foster carer and kinship carer applications.</li> <li>• Provide administrative support for foster carer assessment interviews and activities.</li> <li>• In consultation with the Senior Carer Practitioner establish a carer to carer mentoring program and facilitate the matching of carers and the ongoing monitoring of this program.</li> </ul>

- To organise the additional resources/mentoring /specialist required for carers Therapeutic Support Plans as part of the placement preparation process for individual children/young people.
- Assist the Senior Carer Practitioner with carer reviews.
- Prepare assessment and resource folders for carers
- Assist with data entry for the NSW Carer Register and The Care Manager (TCM) in accordance with regulatory compliance requirements.
- Organise and participate in carer training events.
- Provide assistance for foster care events.
- Other duties as required

**Key behaviours:**

Flexibility

*Recognises and responds to unanticipated events and requirements or sudden changes of priority.*

Initiative

*Originates action and actively seeks to contribute rather than passively accepting situations.*

Interpersonal

*Establishes cooperative and productive relationships by understanding and responding to the needs of others.*

Planning and Organising

*Establishes a course of action and marshals resources to achieve a specific goal.*

**Application Criteria:**

**Key skills**

Ability to work effectively with a range of people from all backgrounds

- A knowledge of and commitment to permanency planning principles in out of home care
- Sound verbal and written communication skills
- Competent word processing and data entry skills
- Effective time management and scheduling skills
- Ability to work independently and as part of a team
- Respond with flexibility to unplanned events
- Ability to work within required timeframes

- Key knowledge areas:**      • Achieved competency in Step by Step 2016 or be prepared to undertake training in SBS.
- Key experience:**            Previous practical experience in Foster Care/Out of Home Care
- Qualifications:**            Minimum of Diploma of Community Services
- Reports to:**                 Senior Carer Practitioner
- Direct reports:**             Nil