



JOB DESCRIPTION

TITLE OF POSITION	Foster Care Case Worker (Support)
CLASSIFICATION LEVEL	LC Level 4 (<i>Salary Packaging available</i>)
PROGRAM	Foster Care Services

OVERVIEW

Lutheran Care provides community services on behalf of the Lutheran Church in South Australia and Northern Territory through a range of programs. We support communities through responding to the needs of individuals and families, community development, learning opportunities, accommodation and support. Current programs include emergency relief, financial counselling, family support and education, foster care, housing and family shelter and refugee services. LC is committed to reducing barriers and encouraging inclusion and participation in the community of people with a disability, people of all ages, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI) people and people from Culturally and Linguistically Diverse (CALD) backgrounds.

Our Foster Care Service (FCS) is funded through the Department for Child Protection (DCP) to provide family based foster care services in the SA Metropolitan North, South, West, and East, the Adelaide Hills, the Barossa and the Murray/Mallee regions.

ROLE SUMMARY

The Foster Care Case Worker is responsible for providing, assessment, training, support and advocacy for foster carers to achieve highly successful placements and maximise the well-being of children in care. While the position is office based, travel for regular home visits with foster carers and to other locations for intra and interagency meetings is required.

REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Foster Care Case Worker reports to the Team Leader (Support).

CORE BEHAVIOURS/RESPONSIBILITIES

ROLE:	LC STAFF RESPONSIBILITIES AND DUTIES:
Lutheran Care Culture	<ul style="list-style-type: none"> ▪ Model ethical behaviour and practice consistent with the Christian ethos of Lutheran Care as outlined in the Code of Conduct and stated values. ▪ Adhere to and support LC's policies and procedures.
Teamwork	<ul style="list-style-type: none"> ▪ Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner. ▪ Support LC's senior management team's decisions and ensure that instructions are carried out. ▪ Alert the site manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s). ▪ Attend and actively participate in regular team meetings and forums as required. ▪ Report to the supervisor as required.
Work Health and Safety	<ul style="list-style-type: none"> ▪ Maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within your team environment. ▪ Promote and adhere to LC's Work Health and Safety Guidelines.
Resource Management	<ul style="list-style-type: none"> ▪ Monitor financial reports, expenditure and budget to meet budgetary requirements. ▪ Maintain records of activities as required for accountability purposes. ▪ Manage resources and risks efficiently and effectively. ▪ Work within established or negotiated financial and time constraints
Continuous Improvement	<ul style="list-style-type: none"> ▪ Contribute to the delivery of high quality services. ▪ Understand and support continuous quality improvement in Lutheran Care.

CORE BEHAVIOURS/RESPONSIBILITIES

ROLE:	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE:
Case management of carer applicants and/or approved carer households	<ul style="list-style-type: none"> • Manage a case load of carer households (1:18 generalist 1:7 specialist) • Provide case work through assessment, training, support, placement and advocacy. • Maintain regular contact through telephone, e-mail and home visits as per agency guidelines • Maintain required records and up-to-date case notes for quality assurance and data reporting • Monitor and maintain compliance of mandatory checks, reviews, learning and development requirements for households.
Placement of children	<ul style="list-style-type: none"> • Assist the placement co-ordinators with the process of matching and placement of children with approved foster carers as required. • Liaise with DCP and other members of the care team to ensure the needs of children in care are met. • Work collaboratively with families and members of the care team to ensure access to appropriate information, training and services for children in care. • In collaboration with the child's care team, provide information and support to carers in recognising and therapeutically responding to children's care needs, including managing challenging behaviours.
Assessment of foster carers	<ul style="list-style-type: none"> • Assist as necessary the LC Assessment team to conduct thorough, competency-based foster carer assessments using the Step By Step assessment tool and process, OR other nominated assessment tools and processes as required. • Communicate effectively and respectfully with applicants undergoing assessment. • Consult with relevant government and external agencies as required in the foster care approval process. • Prepare Assessment reports of a high standard. • Liaise with Foster Care Case Workers in the transition of assessed, approved and registered foster carers.
Training of foster carers	<ul style="list-style-type: none"> • Provide information to foster care applicants on training requirements and schedules. • Maintain updated records of foster carer training. • Assist with the development and delivery of high standard competency-based foster carer training.
Recruitment of Foster Carers	<ul style="list-style-type: none"> • Respond appropriately to enquiries from potential foster carers. • Assist with facilitating FCS promotional activities.
Supporting Foster Carers	<ul style="list-style-type: none"> • Assist with planning and facilitating of special events and support group for carers and families • Conduct annual foster household reviews annual reviews. • Participate in the after-hours on-call rostered support of foster carers. • Provide input into case planning with DCP, members of the care team and foster carers. • Support carers to develop and enhance reflective skills • Support carers to advocate for their needs and the needs of children in care

SELECTION CRITERIA

REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES

- Relevant degree, or formal qualifications with specialist skills and expertise to perform at this level.
- Advanced skills in case management, assessment and referral.
- Strong skills in time management, setting priorities, planning and organising own work to achieve specific objectives.
- Knowledge and experience of foster care services, including the impact of past government policies on First Nations people.
- Knowledge and understanding of the issues facing foster carers.
- High level of interpersonal skills in dealing with the public and other organisations.
- Ability to communicate effectively in both oral and written communications and work with a broad range of people from a variety of backgrounds.
- A sound knowledge of the effects of trauma and abuse, attachment issues and behaviour management in relation to children in care.
- Ability to work independently and demonstrate initiative.
- Strong team work focus.
- Competence in using a personal computer, internet and electronic communications.

ATTRIBUTES THAT ARE DESIRABLE, BUT NOT ESSENTIAL:

- Certificate IV in Training and Assessment.
- Completion of Step-By-Step assessment familiarisation training and accreditation.
- An appreciation of the Lutheran Church values and ethos.
- Familiarity with Shared Stories/Shared Lives Foster Carer training.
- Accreditation to facilitate Safe Environments for Children & Young People training.
- Experience working with people from Culturally and Linguistically Diverse (CALD) and Indigenous backgrounds.
- Experience in placement matching processes or willingness to learn.

SPECIAL CONDITIONS

The successful applicant will be required to satisfactorily complete a Department of Communities and Social Inclusion (DCSI) Screening Assessment prior to being employed. Further conditions of employment are as follows:

- have the flexibility to work occasional evenings and weekends
- undertake some intra-state and interstate travel
- hold a current Provide First Aid certificate
- have a current Safe Environments for Children & Young People certificate
- hold a current South Australian Driver's Licence
- possess a registered roadworthy vehicle available for work use (employees reimbursed for work travel).

Employee: _____

Witness: _____

Date: _____