

## JOB DESCRIPTION

<b>TITLE OF POSITION</b>	<b>Foster Care Case Worker - Outreach</b>
<b>CLASSIFICATION LEVEL</b>	<b>Level 4 (<i>salary packaging available</i>)</b>
<b>PROGRAM</b>	<b>Foster Care Services</b>

### OVERVIEW

Lutheran Care (LC) provides community services 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. Lutheran Care supports a gender inclusive work environment and adheres to White Ribbon workplace practices.

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, Fleurieu Peninsula and the Murray/Mallee regions.

### ROLE SUMMARY

Foster Care Case Workers practice from a trauma informed, therapeutic framework to provide assessment, training, support and advocacy for foster carers to achieve highly successful placements and maximise the well-being of children in care at the centre. LC is dedicated to stable placements for children and providing quality carer supports to equip and support families to not only meet the needs of the children and young people in their care but to facilitate environments in which they can thrive. The Foster Care Case Worker – Outreach provides intensive support to a caseload of Specialist Care households in a caretaking capacity during times of worker absence or vacancy.

### REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Foster Care Case Worker - Outreach reports to the Specialist Support Team Leader - Foster Care Services.

## **SPECIAL CONDITIONS**

The successful applicant will be required to satisfactorily complete a Department of Human Services Working with Children Check and an NDIS worker check 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 (or ability to obtain)
- Have a current Safe Environments for Children & Young People certificate (or ability to obtain)
- Provide a current COVID-19 vaccination certificate prior to commencement.
- Hold a current South Australian Driver's License and possess a registered roadworthy vehicle available for work use.

## **CORE BEHAVIOURS/ RESPONSIBILITIES**

<b>ROLE:</b>	<b>RESPONSIBILITIES AND DUTIES:</b>
<b>Lutheran Care Culture</b>	<ul style="list-style-type: none"><li>▪ Model ethical behaviour and practice consistent with the ethos of LC as outlined in the Code of Conduct and stated values.</li><li>▪ Adhere to and support LC's policies and procedures.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>▪ Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner.</li><li>▪ Support LC's senior management teams' decisions and ensure that instructions are carried out.</li><li>▪ Alert the program manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s).</li><li>▪ Lead and actively participate in regular team meetings and forums as required.</li><li>▪ Report to the supervisor as required.</li></ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"><li>▪ 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.</li><li>▪ Promote and adhere to LC's Work Health and Safety guidelines.</li></ul>
<b>Resource Management</b>	<ul style="list-style-type: none"><li>▪ Manage all functions and activities in line with funding contracts.</li><li>▪ Maintain records of activities as required for accountability purposes.</li><li>▪ Manage resources and risks efficiently and effectively.</li><li>▪ Work within established or negotiated financial and time constraints.</li></ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"><li>▪ Contribute to the delivery of high quality services.</li><li>▪ Understand and support continuous quality improvement at LC.</li></ul>

## CORE BEHAVIOURS/ RESPONSIBILITIES

ROLE	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE :
<b>Case Management</b>	<ul style="list-style-type: none"> <li>▪ Manage a case load of carer households in a caretaking (temporary) capacity during times of staff absence or position vacancy.</li> <li>▪ Maintain regular contact via phone, e-mail, video conferencing and home visits as per agency and contractual guidelines.</li> <li>▪ Maintain required records and up-to-date case notes for quality assurance and data reporting.</li> <li>▪ Monitor and maintain carer household compliance with mandatory checks, reviews and training.</li> </ul>
<b>Supporting Foster Carers</b>	<ul style="list-style-type: none"> <li>▪ Conduct foster care household reviews in line with contractual requirements.</li> <li>▪ Participate in the after-hours on-call rostered support of foster carers.</li> <li>▪ Provide input into case planning with DCP, members of the care team and foster carers.</li> <li>▪ Support carers to develop and enhance their reflective skills.</li> <li>▪ Support carers to advocate for their needs and the needs of children in care.</li> <li>▪ Work collaboratively with families and members of the care team to ensure access to appropriate information, training and services for children in care.</li> </ul>
<b>Placement of children</b>	<ul style="list-style-type: none"> <li>▪ Assist the placement co-ordinators with the process of matching and placement of children with approved foster carers as required.</li> <li>▪ Maintain the required records for children in placement with LC foster carers.</li> <li>▪ Respond appropriately to DCP's processes for placements.</li> <li>▪ Liaise with DCP and other members of the care team to ensure the needs of children in care are met.</li> <li>▪ In collaboration with the child's care team, provide information and support to carers in recognising and therapeutically responding to children's complex care needs, including managing challenging behaviours.</li> </ul>
<b>Training of foster carers</b>	<ul style="list-style-type: none"> <li>▪ Provide information to foster carers on training requirements and schedules.</li> <li>▪ Support carers to identify, source and participate in advanced training specific to children's needs, including complex medical, disability, learning and/or behavioural needs.</li> <li>▪ Facilitate ongoing self-reflection for carers and support to apply learnings to their parenting practices.</li> </ul>

Staff will be consulted over major changes to their position descriptions, however, duties and responsibilities may vary from time to time to maintain “Best Practice” standards of service delivery. You may be assigned other duties as reasonably requested within your level of skills and qualifications.

## **SELECTION CRITERIA**

### **REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES**

- Relevant degree, other qualifications or specialist skills to perform at this level (minimum Cert IV).
- Advanced skills in case management, assessment and referral.
- Excellent skills in time management, priority setting, planning and organising own work with limited supervision, to achieve goals.
- Knowledge and understanding of foster care services and the issues facing foster carers.
- A sound knowledge of trauma-informed practice, including the effects of trauma and abuse, attachment issues and complex behaviours in relation to children in care.
- High level of interpersonal skills, including ability to communicate effectively and respectfully in both oral and written communications.
- Strong team work focus with an ability to work independently and demonstrate initiative.
- Ability to analyse information from a range of sources and present information succinctly and effectively.
- Competence in using a personal computer, internet and electronic communications.
- Ability to follow and comply with agency policies, operating procedures and guidelines.

### **ATTRIBUTES THAT ARE DESIRABLE, BUT NOT ESSENTIAL**

- Completion of Step-By-Step assessment familiarisation training and accreditation.
- Completion of Winangay Assessment Tool.
- An appreciation of Lutheran Care values and ethos.
- Familiarity with Shared Stories/Shared Lives Foster Carer training.
- Experience working with people from Culturally and Linguistically Diverse (CALD) and Indigenous backgrounds.
- Knowledge and experience of the NDIS framework and working with children living with a disability.

Employee: \_\_\_\_\_ Witness: \_\_\_\_\_ Date: \_\_\_\_\_