

## JOB DESCRIPTION

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

### OVERVIEW

Lutheran Care 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 disability support. Current programs include emergency relief, financial counselling, family support and education, foster care, homelessness and housing and, NDIS disability services. Lutheran Care is committed to reducing barriers encouraging inclusion and participation in the community of people all ages, genders, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD) backgrounds and those with a disability.

Our Foster Care Services (FCS) is funded through the Department for Child Protection (DCP) to provide family based foster care services in Metropolitan Adelaide, North, South, West and East, Adelaide Hills, Barossa, Fleurieu Peninsula and 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 – Foster Care Services.

## CORE BEHAVIOURS/RESPONSIBILITIES

ROLE:	LCC STAFF RESPONSIBILITIES AND DUTIES:
<b>Lutheran Care Culture</b>	<ul style="list-style-type: none"> <li>▪ Model ethical behaviour and practice consistent with the Christian 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 team's decisions and ensure that instructions are carried out.</li> <li>▪ 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).</li> <li>▪ Attend and actively participate in regular team meetings and forums as required.</li> <li>▪ Report to the Team Leader 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>▪ 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 in 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 (1:20 generalist)</li> <li>▪ Provide case work through assessment, training, support, placement and advocacy.</li> <li>▪ Maintain regular contact through telephone, e-mail and home visits as per agency guidelines and contractual requirements.</li> <li>▪ Maintain required records and up-to-date case notes for quality assurance and data reporting.</li> <li>▪ Monitor and maintain compliance of mandatory checks, reviews, learning and development requirements for households.</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>▪ Liaise with DCP and other members of the care team to ensure the needs of children in care are met.</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> <li>▪ 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.</li> </ul>
<b>Training of foster carers</b>	<ul style="list-style-type: none"> <li>▪ Provide information to foster care applicants on training requirements and schedules.</li> <li>▪ Maintain updated records of foster carer training.</li> <li>▪ Assist with the development and delivery of high standard competency-based foster carer training.</li> </ul>
<b>Recruitment of Foster Carers</b>	<ul style="list-style-type: none"> <li>▪ Respond appropriately to enquiries from potential foster carers.</li> <li>▪ Assist with facilitating FCS promotional activities.</li> </ul>
<b>Supporting Foster Carers</b>	<ul style="list-style-type: none"> <li>▪ Assist with planning and facilitating of special events and support group for carers and families</li> <li>▪ Conduct foster household reviews.</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 reflective skills.</li> <li>▪ Support carers to advocate for their needs and the needs of children in care.</li> <li>▪ Participate in the afterhour's on-call rostered support of foster carers.</li> </ul>

## **SELECTION CRITERIA**

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

- Relevant degree, or formal qualifications with specialist skills and expertise to perform at this level (minimum Cert IV)
- 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.
- Completion of Winangay Assessment Tool
- Familiarity with Shared Stories/Shared Lives Foster Carer training.
- Accreditation to facilitate Safe Environments for Children & Young People training.
- Accreditation to facilitate Shared Lives Training
- Experience working with people from Culturally and Linguistically Diverse (CALD) and Indigenous backgrounds.
- Experience in placement matching processes or willingness to learn.
- Knowledge and experience of the NDIS framework and working with children living with a disability.
- Skill and experience in preparing and presenting information for training groups and for reporting to meetings.

### **SPECIAL CONDITIONS**

The successful applicant will be required to satisfactorily complete a DHS Working with Children Check and 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
- have a current Safe Environments for Children & Young People certificate
- The successful applicant will provide a current COVID-19 vaccination certificate prior to commencement and provide dates for further booster shots as required.
- hold a current South Australian Driver's Licence
- Possess a registered roadworthy vehicle available for work use (employees reimbursed for work travel).

**ACKNOWLEDGEMENT:**

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.

I have received, reviewed and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.