

# PROJECT LEAD - CARER RECRUITMENT

## HOME BASED CARE – CLIENT SERVICES

### CENTRAL

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

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|-------------------------------|---|
| <b>Position</b>               | Project Lead – Foster Carer Recruitment   |
| <b>Program</b>                | Client Services   |
| <b>Hours</b>                  | Full Time   |
| <b>Hours per week</b>         | 38  |
| <b>Duration</b>               | Ongoing   |
| <b>Location</b>               | Central Office  |
| <b>Reporting Relationship</b> | This position reports directly to the Project Manager, Client Services – Office of the Deputy CEO |
| <b>Effective date</b>         | September 2021  |

## Service Information

Anglicare Victoria offers a comprehensive network of services to young people, children and their families / carers living across Victoria. We seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families / carers with whom we work.

Anglicare Victoria requires that staff commit to continuing to develop their cultural competence. Anglicare Victoria is committed to equal opportunity and improved outcomes for Aboriginal peoples. Anglicare Victoria is committed to developing an official Reconciliation Action Plan that bears the Reconciliation Action Trademark.

## Overview of program

Anglicare Victoria provides foster care for children and young people who are temporarily unable to live at home. AV Home Based Care programs play a vital role in protecting children and young people by ensuring they have a safe and nurturing home while their family cannot care for them. Regional programs have local Volunteer Recruitment Teams which form a part of the wider Home Based Care (HBC) Programs. These teams work to recruit and retain foster carers as well as provide the required training and support to ensure volunteers have the skills required to undertake their role as foster carers.

The Project Lead Foster Carer recruitment will lead service and practice development across all Regions / Divisions, ensuring a cohesive and unified brand and recruitment strategies for foster care recruitment at Anglicare Victoria.

## Position Objectives


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| 1. | To work closely with all Anglicare Regions / Divisions to coordinate the development and implementation of an agency wide Home Based Carer attraction, recruitment and retention approach.                          |
| 2. | To expand and diversify the existing pool of Home Based Care volunteer carers at Anglicare Victoria, increasing the organizations capacity to provide placements for children and young people in out of home care. |
| 3. | To ensure consistency and cohesion between regional recruitment and carer support teams in the planning and implementation of strategies for the recruitment and retention of volunteer carers.                     |
| 4. | To support the activities of the Anglicare Central Strategic Communications and Marketing team to ensure high quality foster care marketing across the State.   |
| 5. | To track the effectiveness of existing and new recruitment and retention strategies, initiate service improvements and participate in service redevelopment and design.   |

## Key Responsibilities

The key responsibilities are as follows but are not limited to:

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| 1 | Lead practice development in volunteer recruitment across all Home Based Care programs at Anglicare Victoria.   |
| 2 | Development of best practice guidelines, systems and related processes for foster carer attraction and recruitment for Anglicare Victoria.  |
| 3 | Lead in conjunction with all Regions / Divisions the development of state-wide and localised advertising campaigns for the recruitment of foster carers.  |
| 4 | Monitor program performance and outcomes through the collection and analysis of service data and implement changes to the operation of the program.   |
| 5 | Coordinate and facilitate regular State-wide Foster Care Marketing and Recruitment Meetings, ensuring representation from regional and central office teams as appropriate.   |
| 6 | Participate in the development and maintenance of quality partnerships with key agencies including the Department of Families, Fairness and Housing (DFFH), Fostering Connections and other community services providers. |
| 7 | Work in collaboration with the Strategic Communications and Marketing Team to plan, implement and review foster care marketing, recruitment and promotion activities.   |
| 8 | Provide regular reports to key stakeholders on the progress of the project, which includes the review of activities completed, analysis of future needs and identification of key recruitment strategies.                 |

## Key Selection Criteria

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|  <p>Role Specific</p> | <p>1. A relevant tertiary qualification and related substantial experience in Social Work, Psychology, Marketing or relevant behavioural sciences at degree level</p>   |
|  | <p>2. Demonstrated experience in project management</p>   |
|  | <p>3. A proven track record in building and maintaining effective working relationships with a range of stakeholders, including the ability to lead, influence and work collaboratively with a range of internal and external stakeholders.</p> |
|  | <p>4. Extensive knowledge and experience in public relations, media liaison/engagement and social media</p>   |
|  | <p>5. Demonstrated knowledge, experience and understanding of volunteer recruitment – in particular the needs, motivation &amp; strategies required for recruitment of Out of Home Care Carers.</p>   |
|  | <p>6. Ability to lead, manage and motivate staff and create a workplace culture based on cooperation, teamwork and common pursuit of organisational objectives.</p>   |
|  | <p>7. Understanding of the Community Services and Not for Profit Sector – in particular the principles and challenges of supporting vulnerable children &amp; young people in Statutory Out of Home Care services</p>                           |

## **Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

## **Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name:

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Signature:

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Date:

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