

HOME BASED CARE PLACEMENT & SUPPORT POSITION DESCRIPTION

HOME BASED CARE EASTERN REGION

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

Position	Placement & Support
Program	Home Based care
Classification	SCHADS Award Level 6 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time Part time considered
Hours per week	38 (part time considered)
Duration	Fixed Term
Fixed term end date	April 30 th , 2021
Location	This position is primarily based at Lilydale however you may be required to work across other Eastern region locations
Reporting Relationship	This position reports directly to the Team Leader Placement Services
Effective date	August 2019

Overview of program

Anglicare Victoria's Out of Home Care programs in the Eastern region provides care for children and young people who are unable to live with their families of origin or whose families are in crisis. Home Based Care encompasses foster care 0 – 18 years (including long-term, short-term, emergency and respite); Friends (volunteers supporting foster care), Targeted Care Packages (various care options tailored to the individual's needs) and Youth Accommodation (short-term and long-term accommodation for young people).

Position Objectives

1.	Field enquiries from prospective volunteers, and to assist prospective and accredited volunteers with training and development.
2.	To undertake assessments and reviews of prospective and accredited volunteers.
3.	Receive and respond to all enquiries and referrals from DHHS and volunteers.
4.	Manage the volunteer pool for the purposes of providing support, supervision and compliance with program standards
5.	Management of data requirements regarding placement and volunteers.

Key responsibilities

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


1.	Develop and participate in recruitment activities including fielding and lodging enquiries from prospective volunteers
2.	Organise and facilitate information sessions and training for prospective and existing volunteers
3.	Develop and participate in support and retention activities for volunteers
4.	Undertake assessments and accreditation of all carer applicants and volunteers
5.	Undertake reviews of volunteers suitability and eligibility for ongoing accreditation
5.	Manage volunteer and household information including compliance, bushfire and other emergency plans
6.	Provide case management functions and placement support for emergency placements
7.	Receive and manage referrals from the community, the Department of Health and Human services, and internal placement changes

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. A relevant tertiary qualification in Social Work, Psychology and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialist skills sufficient to perform at this level. Certificate IV Workplace Assessment & Training or demonstrated experience in coaching, training and facilitation of adult learning is also highly valuable.
	2. Ability to work under pressure and maintain a creative, flexible and optimistic approach that is focussed on developing new solutions
	3. Ability to engage with, build rapport and respond creatively to the needs of children, young people, volunteers and key stakeholders.
	4. Highly effective communication, negotiation, advocacy and report writing skills.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

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:

Signature:

Date:
