

# Position Description

<b>Title</b>	Home Based Care Therapeutic Specialist
<b>Business unit</b>	Care and Placement Services   Children, Youth and Families
<b>Location</b>	126 Raymond Street, with travel throughout Gippsland
<b>Employment type</b>	Full time   Maximum term position (parental leave cover)
<b>Reports to</b>	Team Leader, Care and Placement Services

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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## 1. Position purpose

Working closely with each child, foster carers and families, the major emphasis of Therapeutic Foster Care is the provision of high quality of care based on responsive, nurturing and child centred care. The goal of Therapeutic foster care is to support children to heal from trauma and overcome past experiences where children have the opportunity to recover and thrive. This will be achieved by an inclusive care team approach where the carers are recognised as a vital part of the team, the provision of specialised therapeutic support and training to carers and network for the child and significant others.

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## 2. Scope

**Budget:**

nil

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#### People:

nil

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### 3. Relationships

#### Internal

- ACF Therapeutic specialist (working in partnership)
- Uniting employees and volunteers
- Uniting accredited foster carers

#### External

- Children and their families
  - Department of Families, Fairness and Housing
  - Australian Childhood Foundation
  - Care team members (other community services, health and wellbeing services, as required)
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### 4. Key responsibility areas

#### Service delivery

- Support children and young people residing in foster care, including meeting with children and young people on a regular basis in the absence of their Carer, supporting children and young people to return home to their parent/guardian and preparing youth in the transition to leaving care as age appropriate
- Receive and access referrals, match referrals to caregivers, introduce children or young people and, where appropriate, their families to caregivers
- Complete all documentation required for each placement including the Looking After Children (LAC) requirements
- Liaise with other workers and agencies involved with clients and their families to ensure best outcomes for children and young people in placement
- Prepare reports as required including Best Interest plans for cases contracted with the Department of Families, Fairness and Housing
- Liaise with the Department of Families, Fairness and Housing and other agencies
- Participate in program development, implementation and review of the Therapeutic Foster Care Program working collaboratively to contribute to the successful development and implementation of the program at both regional and program levels

#### Administration

- Consistently maintain accurate, comprehensive case notes, reporting and data collection.
- Consistently maintain records of case management tasks and requirements.
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe.

#### Quality and risk

- Undertake review and evaluation of program and professional practice
- Comply with organisational effectiveness strategies of Uniting Gippsland, including development of Business plans, personal objectives and training plans
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe
- Use principles of best practice to provide an innovative and responsive program

### Legal requirements & risk management

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- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Contribute to a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. Person specification

### Qualifications

- Post-secondary qualifications in Welfare, Social Work, Child Development or relevant qualification (if Diploma level, willing to study further)

### Experience

- Demonstrated experience in working with children, young people, families and volunteers
- Relevant knowledge and experience in therapeutic work
- Demonstrated experience in case management
- Understanding of the legislative, policy and practice environment of Out of Home Care
- Understanding of and capacity to act accordingly to the principles and intent of the Children, Youth and Families Act 2005
- Program development and review / evaluation knowledge

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#### Core selection criteria

**Values alignment:** ability to demonstrate and authentically promote Uniting's values.

- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.

#### Teamwork

- Demonstrated ability to participate in a multi-skilling learning environment and a self-managing team
- Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles
- Demonstrated ability to relate positively to a large range of people from diverse background.
- High level of communication skill and ability to work collaboratively and independently.

#### Case Management skills

- Well-developed organisational skills – able to demonstrate ability to use computers efficiently including Word and Outlook
- Program development and review / evaluation knowledge

#### Other requirements

- Legal eligibility to work in Australia
  - A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
  - Current Working With Children Check (Victoria)
  - Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)
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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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