

FOSTER CARE RECRUITMENT AND SUPPORT WORKER POSITION DESCRIPTION

VOLUNTEER RECRUITMENT AND SUPPORT TEAM (FOSTER CARE)

NORTHERN METROPOLITAN AREA

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	Foster Care Recruitment and Support Worker
Program	Volunteer Recruitment and Support (Home Based Care)
Classification	SCHADS Award Level 5 (Social Worker Class 2) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Part Time
Hours per week	30.4
Duration	Ongoing
Fixed term end date	N/A
Location	Broadmeadows
Reporting Relationship	This position reports directly to the Team Leader for Volunteer Recruitment and Support
Effective date	December 2018

Overview of program

Anglicare Victoria provides foster care for children and young people who are temporarily unable to live at home. Anglicare Victoria is the State's largest provider of foster care and plays 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.

The Volunteer Recruitment & Support (VR&S) Team, as part of the wider Home Based Care (HBC) Program, works to recruit, and retain foster carers as well as provide them with the required training and support to ensure they have the skills and support required to undertake their role as a foster carer. This function is critical to mitigating the risk of placement breakdowns.

A key component of this role is work flexibly to deliver services which meet volunteer availability. This may mean some work is required to be conducted on evenings or weekends

Position Objectives

1.	Develop a streamlined, coordinated and responsive volunteer/carer, recruitment, training and support for the Home Based Care programs in the Northern Metropolitan region.
2.	Inform and educate the community about Anglicare Victoria's foster care program and work towards building up the current foster carer pool and develop specific strategies for the recruitment of carers.
3.	Play a lead role in the coordination of pre-service assessment documentation of prospective Carers.
4.	Assess the competency and suitability of prospective carers/volunteers for accreditation in various roles within the HBC Program.
5.	Assist in streamlining existing public relations materials and integrate these in line with the standardised Anglicare Victoria HBC training packages.

Key responsibilities

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

1.	Develop, implement and manage annual marketing campaign strategies that incorporate and are linked with organisational, local, state and National campaigns, as well as develop and implement marketing and publicity initiatives in line with the HBC Program requirements.
2.	Develop and maintain effective relationships with local media, community groups, schools, churches and other agencies/stakeholders.
3.	Play a lead role in the planning and facilitation of information sessions and education sessions. This would also include the coordination of pre-service assessment documentation of prospective Foster Carer and Friends volunteers.
4.	Coordinate post accreditation training of carers, determining training needs as well as implementation and evaluation of training, including convening and resourcing the Carer Support Groups and liaising regularly with team leaders in relation to recruitment needs and training.
5.	Develop specific recruitment strategies for individual children if required, including children with complex needs and sibling groups.
6.	Manage and maintain database systems in line with organisational requirements and government Regulations.
7.	Contribute to the reimplementation of the Friends Volunteer program.
8.	Undertake other duties as required.


Key Selection Criteria

A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist 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 specialised skills sufficient to perform at this level.

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. The seven criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Relevant tertiary qualifications in social work, welfare, marketing or related disciplines.
	2. Demonstrated relevant experience, particularly in working with volunteers and the community services sector.
	3. Excellent communication skills including with an ability to engage with a wide range of people, including caregivers, professional staff, media outlets and community organisations.
	4. Demonstrated training and assessment skills including the presentation/facilitation of training/information sessions, and conducting pre accreditation assessments.
	5. Demonstrated ability to devise and implement media campaigns in a creative and professional manner pertinent to the needs of Home Based Care recruitment.

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 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

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. 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 an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____