

FOSTER CARE ASSESSOR POSITION DESCRIPTION RESIDENTIAL SERVICES 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	Foster Care Assessor
Program	Volunteer Recruitment & Support (VR&S)
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	Casual
Hours per week	Varies
Duration	Ongoing
Fixed term end date	Not Applicable
Location	North Region
Reporting Relationship	This position reports directly to the Team Leader VR&S
Effective date	February 2020

Overview of program

Anglicare Victoria provides foster care to children and young people who are not able to live at home with their families. The Volunteer Recruitment & Support (VR&S) Team, as part of the HBC Program, works to recruit, and retain foster carers as well as providing them with the required training and support in the North and West Metropolitan areas of Victoria.

Position Objectives

- Support the Volunteer Recruitment & Support team with the recruitment and retention of Foster Carers
- To conduct caregiver assessments using the Step by Step assessment tool
- To assess the suitability of prospective carers/volunteers for accreditation
- To provide high quality written assessment reports and present these at the accreditation panel
- To assist in the provision of pre and post accreditation training to foster carers
- To assist with the facilitation of foster care information nights, one on one information sessions
- To inform and educate the community in the respective catchment about Anglicare Victoria's home based care program.
- To develop specific strategies for the recruitment of carers/volunteers to support and care for children and young people who have high needs as well as those who require foster care placement with their siblings
- To be available to work some weekends or evenings.

Key responsibilities

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


1.	Conduct or support in Caregiver assessments using the Step by Step Victoria assessment package
2.	Complete all relevant paperwork associated with the assessment and accreditation of foster carer applicants.
3.	Writing the assessment reports
4.	When required attend Accreditation Panel meetings to present applications
5.	Participate in the training of caregiver applicants using the Shared Lives, Shared Stories Victoria training package
6.	Participate in Information exchanges and information evening with prospective Carers
7.	Report to the Team Leader in relation to the progress of assessments and any issues/ concerns raised during the course of assessment or other interactions throughout the assessment process.

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

 <p>Role Specific</p>	<ul style="list-style-type: none"> • Relevant tertiary qualifications in social work, welfare, marketing or related disciplines and/or experience Volunteer program and sector knowledge • Excellent communication skills including written, verbal and IT and an ability to engage with a wide range of people, including caregivers, professional staff, media outlets and community organizations. • High standard of Written/Computer/Word Processing skills • Exceptional organisational and time management skills and capacity to work independently and cooperatively within a team structure • Relevant skills and knowledge of Home Based Care, with a conceptual understanding of the need for placement, likely impacts on children/young people and caregivers. Issues would be communicated to prospective caregivers via a number of approaches which will maximize recruitment to the service
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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

- 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.
- A current Victorian Driver's license is essential.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____