



POSITION DESCRIPTION

Title:	Carer Recruitment and Support Worker
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement 2009/Social and Community Services Award
Classification:	Community Services Worker Grade 3
Usual work location:	Moruya or Bega, NSW
Cost Centre:	312
Usual hours of work:	15 hours per week (minimum)
Position Objective:	To provide support to the Foster Care Program as part of the Carer Support Team in Moruya and Bega by assisting with foster care recruitment activities, organisation of carer training programs and the establishment and maintenance of a carer mentoring program.
Position Responsibilities:	<ul style="list-style-type: none">• Work with the Senior Carer Practitioner to conduct recruitment activities including responding to carer enquiries and supporting Exchange of Information sessions.• Process all probity checks and household safety checks for foster carer and kinship carer applications.• Provide administrative support for foster carer assessment interviews and activities.• In consultation with the Senior Carer Practitioner establish a carer to carer mentoring program and facilitate the matching of carers and the ongoing monitoring of this program.• To organise the additional resources/mentoring /specialist required for carers Therapeutic Support Plans as part of the placement preparation process for individual children/young people.• Assist the Senior Carer Practitioner with carer reviews.• Prepare assessment and resource folders for carers.

- Assist with data entry for the NSW Carer Register and The Care Manager (TCM) in accordance with regulatory compliance requirements.
- Organise and participate in carer training events.
- Provide assistance for foster care events.
- Other duties as required.

Key behaviours:

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

Initiative

Originates action and actively seeks to contribute rather than passively accepting situations.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

Planning and Organising

Establishes a course of action and marshals resources to achieve a specific goal.

Application Criteria:

Key skills:

- Ability to work effectively with a range of people from all backgrounds
- A knowledge of and commitment to Permanency Planning Principles in Out Of Home Care
- Sound verbal and written communication skills
- Competent word processing and data entry skills
- Effective time management and scheduling skills
- Ability to work independently and as part of a team
- Respond with flexibility to unplanned events
- Ability to work within required timeframes

Key knowledge areas:

Achieved competency in Step by Step 2016 or be prepared to undertake training in SBS.

Key experience:

Previous practical experience in Foster Care/Out of Home Care

Qualifications:

Minimum of Diploma of Community Services

Reports to:

Senior Carer Practitioner

Direct reports:

Nil