

Position Description



Title: Carer Recruitment and Support Worker (Intake and Recruitment Portfolio)
Business Unit: Children, Youth & Families
Location: Dandenong and Ringwood
Employment type: Full Time
Reports to: Team Leader Home Based Services

About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (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

Position purpose

The position is part of the Home Based Services team responsible for providing case management and support to children and young people and their foster families. This position will focus on matching children with appropriate Foster Carers and ensuring the Foster Carers are supported to meet the children's needs. This position will hold the "Intake" portfolio in the Home Base Services team.

Scope

Budget: *nil*

People: *nil*

Relationships

Internal:

- Children, youth & families staff, support and foundation staff.

External:

- Clients, carers, families, advocates, and government funding bodies.

Key responsibility areas

- Service delivery**
- Manage the portfolio for assessment, intake and placement provision of young people and children with foster carers.
 - Undertake comprehensive risk assessments and matching assessments to ensure children are placed within an appropriate foster carer family.
 - Provide case management services to clients and achieve the desired outcomes.
 - Provide relevant and current information with an ability to facilitate access to

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- appropriate services where required.
- Provide a client focused approach which takes into account individual client needs.
- Provide support to the Carer Recruitment and Support team in their role of recruiting, training and retaining volunteer foster carers.
- Ensure that each individual placement is provided with necessary supports and interventions to promote long term stability.
- Deliver case management services that meet all relevant performance and outcome indicators.
- Work closely with the leadership team to improve processes and the delivery of the intake and recruitment service.
- Regularly liaise with Child Protection's Placement Coordination Unit to obtain referrals and advocate for supports to assist in placement planning.
- Manage the respite needs of foster carers.
- Maintain relevant statistics to monitor placement performance.
- Participate with the recruitment of foster carers.

Teamwork

- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government officials.
- Work effectively as a member of a team, ensuring all levels of the organisation are consulted as needed.
- Undertake other duties as required to support both Carer Recruitment and Support Workers and Case Managers.

Communication

- Maintain comprehensive professional case files and client records, including data collection according to program requirements.
- Articulate clear and persuasive messages about key issues when working with clients.

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.

Person specification

Qualifications

- Essential: Tertiary qualification in social work or a related discipline.
- Desirable Bachelor degree qualification within the relevant service discipline.

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Experience

- Experience working in the out of home care sector and child protection is advantages.

Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for clients
- **Professionalism:** Execute day-to-day activities in a positive, professional and enthusiastic manner.
- **Culturally Aware:** Value diversity.
- **Client Focused:** Prioritise needs of clients.
- **Communication:** Excellent verbal and written communication skills.
- **Flexibility:** To work flexible work hours if and when required.

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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) 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.

Employee

Manager

Name:

Signature:

Date:
