**Job Description**

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| **Job Title:** | **Placement Support Worker – New Carers** |
| **Ref No:** | OP59 |
| **Portfolio:** | Community |
| **Service Stream:** | Out of Home Care |
| **Program:** | Foster Care Support – North/South |
| **Reports to:** | Manager, Foster Care Services – North/South |
| **Classification:** | Social & Community Work Stream Level 4 |
| **Date:** | December 2017 |

**Job Purpose**

Responsible for providing newly registered Foster Carers with strengths based assessment and support; supporting newly registered Foster Carer families with skills and knowledge development; ensuring newly registered Foster Carer families have access to resources needed to meet the needs of children in their care; supporting the collaborative functioning of the Care team around the child; and ensuring the care environment is safe for children and young people.

**Key Result Areas**

**Promote the principles and values essential for working with foster carers, children and young people**

* Understand and promote the principals and values for foster care.
* Support carers to build a strong network of support.
* Promote equity, inclusion and anti-discriminatory practice.
* Be ready and resourced for the role (includes meeting administrative and reporting requirements of the role).
* Approach work with families in ways that are trauma informed, strength based and child focused.

**Maintain commitment to practice competence and ongoing development**

* Build and maintain safe relationships.
* Manage secondary trauma, loss, grief and workplace stress.
* Maintain good physical and mental health and deal with stress.
* Maintain a commitment to ongoing learning.

**Work effectively as a member of the care team**

* Work effectively with Coordinator and other members of AnglicareSA’s Foster Care Services.
* Work in partnership with the care team (including Department of Child Protection, birthparents, all members of the carer household, other carers, professionals providing therapeutic support etc.).
* Promote respectful relationships with birth families and other significant people.
* Promote recording of children’s life story.
* Facilitate culturally safe support and connections with Aboriginal and CALD communities.
* Communicate effectively with the care team.
* Support birth children as members of the care team.
* Keep Strengths Based records.
* Respond to complaints and compliments.

**Promote the positive development of children and young people**

Support carers to:

* Provide care that helps the child feel safe and secure.
* Provide a trauma informed, strength based and flexible response to children.
* Respond to the feelings and behaviours of children.
* Support children’s participation in decision making.
* Understand adolescent behaviour.
* Promote the positive identity of a child in care.
* Promote children’s physical, mental, emotional and sexual health and involvement in social/ recreational activities.
* Promote children’s educational engagement.
* Help children and young people successfully manage change.
* Support children with disabilities and special educational needs.

**Promote safety and protection requirements**

* Respond to children who have experienced abuse, including sexual abuse.
* Establish safe caring practices.
* Respond to very challenging behaviour.
* Maintain confidentiality and privacy.
* Provide a safe physical environment.
* Support healthy care of children and infants.
* Assess and respond to risk.
* Report unsafe practices of others.

**Work Health and Safety (WH&S)**

* Ensure own action or lack of action does not place own safety or that of others at risk. Use prescribed personal protective equipment.
* Assist in the evaluation of hazards and immediately report any accidents or near misses.

**Working Relationships:** Manager, Foster Care Services; Northern & Southern Foster Carer Support Team; Supervisor and other members of AnglicareSA’s Foster Care Services; Foster Carers and all members of the carer household; foster children; Department of Child Protection; birthparents; other carers; professionals providing therapeutic support.

**Specific Job Requirements**

* You will be required to travel to other AnglicareSA sites on a regular basis.
* You will require a current driver's licence and a certified roadworthy vehicle that is registered and has a minimum third party property insurance. In return, you will receive a mileage reimbursement.
* You will have a mandatory requirement to report any suspicion of abuse or neglect of children or young people to the Department of Education and Child Development (DECD) Child Abuse Report Line (CARL) as required by the South Australian Child Protection Legislation.
* An amount of work may occur outside normal working hours to accommodate the needs of Foster Carers and/or Children and Young People.

**Standard Job Requirements (all staff)**

* Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
* Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
* Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's "no lift" and manual handling) and organisational policies and procedures.
* Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
* Perform all allocated duties within classification and work at other AnglicareSA sites if required.
* To be physically and mentally capable and report to work in a fit state to perform all duties.
* Must provide evidence of Australian residency or current working VISA.
* Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

[x]  **CrimTrac National Police History Check** [x]  **DCSI Child-Related Employment Screening**

**Person Specification**

**Qualifications**

* Tertiary qualifications in social work, social sciences, community development, community services or a related field.

**Demonstrable Requirements / Selection Criteria**

**Principles, values and skills for working with families**

* Demonstrated understanding of the principles, values and legislation in South Australia that underpins Foster Care.
* Proven ability to work with families and services in ways that support and respect diversity and promote equity, inclusion and anti-discriminatory practice.
* Proven ability to consider the needs of individuals within the context of their family, social networks and community.
* Proven ability to develop, promote and facilitate groups, forums and linkages with formal and informal supports.
* Proven ability to work within strengths based, trauma informed practice approach.

**Personal and Professional Development**

* Demonstrated use of self-reflective practices that build understanding of how personal experiences shape values, beliefs and responses to children, families and colleagues.
* Demonstrated strategies for identifying and managing own emotional responses to staff and families supported.
* Demonstrated strategies maintaining own mental health and well-being and for preventing and dealing with secondary trauma and workplace stress.
* Demonstrated commitment to on-going learning and development.

**Working Collaboratively**

* Demonstrated ability to develop respectful and compassionate relationships with families and community members, colleagues and service providers across a range of disciplines and service areas.
* Demonstrated ability to work collaboratively with other service providers to ensure the needs of children and their families are met.
* Demonstrated understanding of the importance of maintaining children’s connections to their cultural heritage and to record their life stories.
* Ability to keep strengths based, shared service records (case notes).
* Demonstrated ability to respond respectfully to complaints or concerns from colleagues, community members, key stakeholders and local service providers.

**Working with children**

Demonstrated knowledge of:

* Normal child development and how children form attachments;
* How trauma affects children’s development, behaviour and capacity to connect with others;
* How children recover from trauma and develop resilience;
* How to respond to children’s behaviours that have resulted from trauma and neglect.

**Ensuring safety and protection of children**

* Ability to recognise and respond to a child or young person who may be experiencing abuse or neglect.
* Demonstrated understanding of confidentiality and privacy, the limits and exceptions to this and the principles for sharing information about children and families.

**WH&S**

* WH&S knowledge and skills suitable for the position.

**Cultural Fit**

* Work within a team environment in accordance with AnglicareSA values.

**Competencies**

*The competencies below reflect requirements for this position. They may be used as part of the selection process when recruiting for the position and for performance reviews.*

**General Competencies - All Positions**

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| **Living the AnglicareSA Values** | Display the values in undertaking their duties. |
| **Cultural Respect of Aboriginal Peoples** | Respectfully engage and respond to the needs and aspirations of Aboriginal people and communities.  |
| **Valuing Diversity** ***(race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)***  | Demonstrate acceptance, respect and appreciation of individual differences.  |
| **Work Health, Safety and Environmental Awareness** | Follow WHS&E policies and procedures. |
| **Teamwork and Cooperation** | Support the team and work cooperatively as a team member. |
| **Communication** | Actively engaging in communication activities whilst undertaking their duties. |

**AnglicareSA Vision**

Justice, respect and fullness of life for all.

**AnglicareSA Purpose**

AnglicareSA, on behalf of the Anglican Church, expresses God’s love for individuals, families and communities by:

* Making a positive difference to quality of life.
* Responding to needs and issues in ways which enhance and protect dignity and integrity.
* Promoting social justice.

**AnglicareSA Values**

* **Integrity**

We act honestly and ethically and ensure accountability to those we service and work with.

* **Compassion**

We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.

* **Stewardship**

We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.

* **Equity**

We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.

* **Servant Leadership**

We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

**ACCEPTANCE/AUTHORISATION**

Jobholder Signature: ………..…….. Date

Print Jobholder Name:

General Manager, Community & Housing:

Date:

**Job Description**

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| **Job Title:** | **Placement Support Worker** |
| **Ref No:** | OP513 |
| **Portfolio:** | Community Services |
| **Service Stream:** | Out of Home Care |
| **Program:** | Northern & Southern Foster Care  |
| **Reports to:** | Manager, Northern & Southern Foster Care  |
| **Classification:** | Social & Community Work Stream Level 4 |
| **Date:** | December 2017 |

**Job Purpose**

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**Key Result Areas**

**Promote the principles and values essential for working with foster carers, children and young people**

* Understand and promote the principals and values for foster care.
* Support carers to build a strong network of support.
* Promote equity, inclusion and anti-discriminatory practice.
* Be ready and resourced for the role (includes meeting administrative and reporting requirements of the role).
* Approach work with families in ways that are trauma informed, strength based and child focused.

**Maintain commitment to practice competence and ongoing development**

* Build and maintain safe relationships.
* Manage secondary trauma, loss, grief and workplace stress.
* Maintain good physical and mental health and deal with stress.
* Maintain a commitment to ongoing learning.

**Work effectively as a member of the care team**

* Work effectively with Supervisor and other members of AnglicareSA’s Foster Care Services.
* Work in partnership with the care team (including Department of Child Protection, birthparents, all members of the carer household, other carers, professionals providing therapeutic support etc.).
* Promote respectful relationships with birth families and other significant people.
* Promote recording of children’s life story.
* Facilitate culturally safe support and connections with Aboriginal and CALD communities.
* Communicate effectively with the care team.
* Support birth children as members of the care team.
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* Provide a safe physical environment.
* Support healthy care of children and infants.
* Assess and respond to risk.
* Report unsafe practices of others.

**Work Health and Safety (WH&S)**

* Ensure own action or lack of action does not place own safety or that of others at risk. Use prescribed personal protective equipment.
* Assist in the evaluation of hazards and immediately report any accidents or near misses.

**Direct Reports:** n/a

**Working Relationships:** Manager, Northern & Southern Foster Carer; Northern & Southern Placement Support Team; Supervisor and other members of AnglicareSA’s Foster Care Services; Foster Carers and all members of the carer household; foster children; Department of Child Protection; birthparents; other carers; professionals providing therapeutic support.

**Organisational Impact:**

**Specific Job Requirements**

* You will be required to travel to other AnglicareSA sites on a regular basis.
* You will require a current driver's licence and a certified roadworthy vehicle that is registered and has a minimum third party property insurance. In return, you will receive a mileage reimbursement.
* You will have a mandatory requirement to report any suspicion of abuse or neglect of children or young people to the Department of Child Protection (DCP), Child Abuse Report Line (CARL) as required by the South Australian Child Protection Legislation.
* A current Senior First Aid Certificate must be maintained.

**Standard Job Requirements (all staff)**

* Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
* Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
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* Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
* Perform all allocated duties within classification and work at other AnglicareSA sites if required.
* To be physically and mentally capable and report to work in a fit state to perform all duties.
* Must provide evidence of Australian residency or current working VISA.
* Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

[x]  **National Police History Check** [x]  **DCSI Child-Related Employment Screening**

**Person Specification**

**Qualifications**

* Tertiary qualifications in social work, social sciences, community development, community services or a related field.

**Demonstrable Requirements / Selection Criteria**

**Principles, values and skills for working with families**

* Demonstrated understanding of the principles, values and legislation in South Australia that underpins Foster Care.
* Proven ability to work with families and services in ways that support and respect diversity and promote equity, inclusion and anti-discriminatory practice.
* Ability to consider the needs of individuals within the context of their family, social networks and community.
* Ability to develop, promote and facilitate groups, forums and linkages with formal and informal supports.
* Proven ability to work within strengths based, trauma informed practice approach.

**Personal and Professional Development**

* Demonstrated use of self-reflective practices that build understanding of how personal experiences shape values, beliefs and responses to children, families and colleagues.
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**Competencies**

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| **Cultural Respect of Aboriginal Peoples** | Respectfully engage and respond to the needs and aspirations of Aboriginal people and communities.  |
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**AnglicareSA Vision**

Justice, respect and fullness of life for all.

**AnglicareSA Mission**

AnglicareSA provides care and support with a voice for disadvantaged and vulnerable people in our communities.

**AnglicareSA Values**

* **Integrity**

We act honestly and ethically and ensure accountability to those we service and work with.

* **Compassion**

We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.

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* **Servant Leadership**

We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

**ACCEPTANCE/AUTHORISATION**

Jobholder Signature: ………..…….. Date

Print Jobholder Name:

General Manager, Community Services Signature:

Date: