

	Position Title: Assessment Practitioner		Team: Home Based Care		Region: South East
	Supervisors: Senior Manager, Home Based Care	Delegations and Authorities: In Line with Delegations Policy		Band: A	Date Completed: 12 September 2017

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Berry Street aims to provide a high quality out of home care service that is responsive to the specific needs of children and young people who are at risk or who have experienced the trauma of family violence, child abuse and neglect. Berry Street aims to provide high quality foster carers who will provide a safe and nurturing environment for children and young people in care.</p> <p>Berry Street (South East) provides Foster Care services in the South Eastern Region of Metro Victoria. The Home Based Care team ensures placements are well resourced, ensuring carer recruitment, support, development and supervision is at a high standard.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The Assessment Practitioner will be responsible for the assessment and pre-accreditation training of prospective foster carers and the on-going training requirements of accredited carers. The assessment practitioner is also jointly responsible for managing community inquiries and the delivery of information sessions to prospective foster carers from the community</p> <p>The Assessment Practitioner will be involved in the delivery of a comprehensive recruitment strategy with the aim of having a sufficient pool of trained and accredited carers to meet the needs of children requiring foster care.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at the Berry Street Clayton office. This role reports to the Senior Manager, Home Based Care who will provide supervision and review.</p> <p>This role has no direct reports and works in conjunction with other team members.</p> <p>This is a part time, fixed term position until 15 May 2019.</p>

KEY SELECTION CRITERIA

- Excellent communication skills, both oral and written, good organisational skills, including ability to prioritise and work to deadlines, listening skills, negotiation skills.
- Well-developed knowledge of the welfare system – preferably the home-based care area, community development principles, adult education principles and methods.
- Ability to work comfortably in an unstructured environment whilst maintaining high professional standards.
- Well-developed assessment skills congruent with the theories of attachment and trauma.
- Well-developed knowledge of the stages of child development, as well as a sophisticated understanding of life stages.
- Experience in the effective use and management of databases.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds.
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Tertiary qualification in Education, welfare, community development, social work.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.
- Previous experience in conducting foster care assessments

DESIRABLE

- Experience delivering training to adult learners would be highly desirable.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Planning and Development	<ul style="list-style-type: none"> • To assist in the coordination and implementation of a recruitment strategy for foster carers within the South East Region. • Participate in appropriate regional, area, state-wide and other forums to promote Berry Street (specifically Foster Care) and contribute to policy development.
Administration	<ul style="list-style-type: none"> • Ensure that service delivery information is collected and recorded in a professional and timely manner, and is consistent with the requirements of an agreed management information system. • Participate in Berry Street meetings as appropriate. • Ensure that statistical data is collected, forwarded to relevant parties in accordance with timelines. • Other duties as directed, including the management of specific portfolio responsibilities as appropriate.
Program Management	<ul style="list-style-type: none"> • To represent the program on committees, groups and peak body organisations in consultation with the program manager. • To meet with all key people/agencies and assist in programs strategy planning activities.
Assessment and Training of Prospective Carers	<ul style="list-style-type: none"> • To conduct initial screening of the suitability of applicants for the role of caregiver • To facilitate information sessions for prospective foster carers for the program. • To provide relevant information and referral to all prospective carer enquiries. • To assess prospective carers utilising the state-wide, approved assessment framework “<i>Step by Step</i>” process. • Assist with the development and delivery of pre-accreditation training to prospective carers using the state-wide approved “<i>Shared Stories, Shared lives</i>” training package • Assist in the development and delivery of on-going training requirements for accredited and approved carers • Conduct annual reviews on accredited carers in accordance with program requirements
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia’s campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. • Maintain and update documents and data base, follow processes in line with the DHHS Home Based Care Program Requirements in relation to Carer compliance. • Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position is for 60.8 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Enterprise Agreement.
2. You will initially be employed at the Clayton Office but may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. This is a fixed term position until May 2019.
4. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
5. The salary range for this position is based on SCHADS Level 5 Pay Point 1 \$67,697.76 (pro-rata) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. This position is entitled to commuter use of a Berry Street vehicle.
10. The successful applicant must possess a current Working with Children Check, or must apply for one prior to commencing employment.
11. The successful applicant must possess a current full Victorian Driver's Licence, which must be sighted.
12. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
13. Under Victorian Work Cover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Occasional
	Work in unstructured environments (egg outreach).	Regular
	Work office hours with the possibility of extended hours.	Occasional
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Present at court and other jurisdictions.	Occasional
	Perform 'on call' duties.	N/A
Manual Handling	Undertake manual handling (e.g.: lifting, moving, transferring, twisting, restraining, supporting) of clients.	Occasional
	Undertake manual handling (e.g.: lifting, pulling, pushing, moving, transferring, digging, twisting, restraining, supporting) of equipment, which would be of varying weight and size.	Occasional
People Contact	Work with clients who may have a physical or sensory disability.	Occasional
	Liaise with government, non-government and community organisations.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Support and participate with clients in recreational activities (e.g.: gardening, ball games, swimming, walking, camping, hiking, trampolining, tennis, and cricket).	Occasional
	Facilitate access to specialist, generic and community services.	Regular
	Assist with personal and self-care activities such as toileting, meals, dressing	Occasional

	and maintenance of personal hygiene.	
	Undertake supervisory, recruitment, training and professional development activities.	Daily
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and concentrating for long periods of time.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Use public transport including trains, buses, trams and taxis.	Occasional
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional
General Tasks	Undertake general household duties (e.g.: food preparation, sweeping, dusting, shopping, mopping, vacuuming, laundering, gardening, cooking, cleaning baths, showers and toilets).	Occasional