

	Position Title: Foster Care Assessment Officer		Team: Home Based Care		Region: Northern
	Supervisors: Team Leader, Home Based Care	Delegations and Authorities: In Line with Delegations Policy		Band: A	Date Completed: 12 July 2018

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 or neglect. Berry Street aims to provide high quality carers who will provide a safe and nurturing environment for children and young people in care.</p> <p>With nearly 6,000 children in state care in Victoria, Berry Street believes long term evidence based interventions are needed to break this cycle and is committed to developing, providing and advocating for those interventions.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p><i>Courage:</i> To be the best we can be and to never give up</p> <p><i>Integrity:</i> Expect a personal and organisation commitment to honesty</p> <p><i>Respect:</i> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><i>Accountability:</i> Be responsible for our own actions</p> <p><i>Working Together:</i> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>In order to strengthen the Northern Home Based Care program through recruitment, training, support and quality assurance mechanisms we are seeking a casual Assessment Practitioner to assist with the assessment of prospective carers via the 'Step by Step' assessment tool.</p> <p>The position would provide innovative and effective approaches to the assessment of potential carers and established carers within the program based on a thorough understanding of the theoretical frameworks that underpin Berry Street's approach to out of home care, in particular attachment, trauma and grief and loss.</p> <p>Further, the position would ensure that carers are aware of their obligations to children and young people in their care as outlined in the Charter for Children in Out of Home Care, LAC and Best Interest Principals, Incident Reporting etc.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Eaglemont office. It is part of the broader Child & Family Services Program.</p> <p>This role reports to the Team Leader, Home Based Care who will provide supervision and review. This role has zero direct reports and works in conjunction with other team members.</p> <p>This is a casual position.</p>

KEY SELECTION CRITERIA

- Knowledge and relevant experience in the assessment of prospective caregivers.
- A thorough understanding of the theoretical frameworks that underpin Berry Street's approach to out of home care, in particular attachment, grief and loss and trauma.
- Relevant experience in program development, including planning, implementation and evaluation.
- Demonstrated ability to work effectively under supervision and within collaborative leadership teams to meet accountability requirements.
- Demonstrated commitment to working collaboratively and the capacity to negotiate and liaise with staff, carers and volunteers, DHHS, other agencies and the community.
- Demonstrated commitment to a learning culture and continuous improvement.
- Experience of working within quality improvement frameworks would be an advantage.
- 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.
- Strong communication and written skills and the capacity to negotiate and communicate with a range of professionals and individuals.
- 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

- An appropriate tertiary qualification in Psychology, Social Work or a related discipline is essential. Post Graduate training is preferred.
- 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.

DESIRABLE

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KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Assessment of Carers	<ul style="list-style-type: none">• Assessment of prospective caregivers using the Step by Step process• Review of current accredited caregivers• Preparation of written assessment reports.• Presentation of reports/recommendations to the Berry Street HBC Panel.• Participation in the Assessment consultation process.
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.

CONDITIONS OF EMPLOYMENT

1. This is a casual position.
2. You will initially be employed at our Eaglemont Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria 2014-2017 Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is SCHADS Level 5, Pay Point 1 (\$36.58 per hour plus 25% casual loading) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
5. 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.
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. Under Victorian WorkCover 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.
9. Berry Street has a smoke-free workplace policy.

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.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	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.	Occasional
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasional
	Facilitate access to specialist, generic and community services	Occasional
	Undertake training and professional development activities.	Regular
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 mobile s, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional