**FOSTER AND KINSHIP CARE PRACTITIONER**

**CTC PARTNERS IN FOSTER CARE**

**Position Type** Full Time (38 hours per week) / Part Time (As agreed)

**Hours of Operation** 9.00am to 5.06pm, Monday to Friday, (Full Time) however as flexibility is required to meet the needs of the service and carers, the spread of hours can range between 6.00am and 8.00pm

**On Call Rosters** An afterhours on call roster (7 days per week) is shared amongst Foster and Kinship Care Practitioners who are supported by a backup on call worker

**Based at** 20-24 Mackenzie Street, Wondai

**Reports To** Partners in Foster Care Team Leader

**Headquarters** South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610

**Award Conditions** Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) QCSCA Transitional Pay Equity Order (TPEO)

Community Services Worker Level 3 ($36.00 per hour) or Level 4 ($41.52 per hour) depending on qualifications and experience, plus salary packaging

**South Burnett CTC Inc (CTC)**

South Burnett CTC Inc (CTC) is a not for profit community organisation providing support to disadvantaged people of all backgrounds and ages in areas including Foster Care, Residential Care, Youth & Family Services, Domestic and Family Violence Services, Disability Services and our Gummnut Place Social Enterprise. We provide a range of services through the South Burnett area with teams operating from Kingaroy, Wondai and Murgon.

**CTC Partners in Foster Care**

Through two contracts with the Department of Children, Youth Justice and Multicultural Affairs, Partners in Foster Care (PIFC) recruits, trains, assesses and supports carers across the South Burnett who care for children and young people under Child Protection Orders.

* The Foster and Kinship contract supports Department approved carers of children/young people aged from birth to 17 years who have moderate to high support needs
* The Intensive Foster Care contract supports six children/young people aged from birth to 17 years who have complex or extreme support needs and are being cared for by Department approved Foster or Kinship carers.

**Attributes required to meet the requirements of the position**

*Industry Experience/Qualifications/Licences*

* Industry experience in Child Protection, Human Services or other relevant experience which demonstrates the ability to engage with and support Indigenous and non-Indigenous foster and kinship carers to provide a safe, happy and stable placement for children/young people who may have complex needs and trauma based behavioural issues
* An understanding of the Child Protection Act and related policy, legislation and relevant Industry Standards
* Relevant qualifications or the desire to gain qualifications in a supportive environment
* Experience in or the aptitude to learn assessment tools/techniques to assess the suitability of potential carers
* The ability to identify and respond to the individual needs of foster and kinship carers
* An understanding of child development milestones and the ability to develop and support the implementation of trauma based behaviour management plans/strategies to assist children/young people who have complex or extreme needs
* Qld Driver Licence
* First Aid and CPR Certificates

*Communication and Information Sharing*

* Verbal and non-verbal communication techniques and active listening skills, complemented by highly developed interpersonal skills, to ensure the timely and accurate receival, sharing and dissemination of internal and external information
* Written communication skills at the professional level required to document the information gathered and make a recommendation to the Department on the suitability of prospective carers for the Department’s final approval processes
* A professional understanding of privacy and confidentiality in relation to the sharing of information

*Screening*

* Working with Children Blue Card
* Licencing of Care Services Suitability Check
* Ability to meet and maintain any other current or future legislative benchmark requirements and government or organisation mandates

*Cultural Awareness*

* Ability to respond in a culturally sensitive way to all stakeholders of the service
* Ability to uphold cultural protocols and maintain community support

*Time Management and Accountability*

* Time management and IT competency to ensure all responsibilities/deadlines are met and to ensure that electronic carer and other files are kept up to date within the required timeframes

*Availability and Flexibility*

* Availability and commitment to participate on an afterhours on call roster which is shared amongst Foster and Kinship Care Practitioners
* Flexibility to adjust hours when required to keep children/young people safely placed with carers
* Availability for occasional pre-planned out of work hours/weekend events

**Broad Responsibilities of the PIFC Foster and Kinship Care Practitioner Positions**

*Provide To and Receive Support from the Team Leader*

* Work closely with the Team Leader:
  + by having regular, informal discussions in relation to your caseload and other aspects of your work and formally during monthly support and supervision meetings
  + to ensure your safety in all aspects of your role and the safety of others
  + to provide input into the continuous improvement of PIFC Policies and Procedures and associated practices
  + to identify opportunities for your professional development as a Foster and Kinship Care Practitioner
  + to develop the skills and qualifications to backfill a Team Leader position if required
  + to ensure you receive regular external support and supervision

*Service Delivery*

* Assist in the recruitment of carers as requested and overseen by the Service Manager
* Co-deliver carer training as per associated departmental guidelines and or relevant train the trainer certificate
* Undertake Initial, Renewal and Provisional Carer Assessments for review of the Service Manager or Team Leader before lodgement with the Department
* Deliver a range of emotional and practical assistance to a caseload of carers which, at a minimum
  + supports each carer to provide care that meets the Statement of Standards and the Charter of Rights for a Child in Care
  + is consistent with the principles of the Act, that is, the safety, wellbeing and best interest of the child is paramount
  + improves outcomes for children in out-of-home care, their carers and carer families
  + provides the support required for each carer to meet the specific goals of a placement
  + provides the broader, general development and support needs specific to each carer’s overall role and responsibilities
  + assists to manage family contact between children and their families
  + assists in managing the behaviour of children
  + supports the education of children and liaison with schools
  + prevents placement breakdown
  + retains foster carers
  + respects and maintains personal and professional boundaries
* Contribute to the direct support of children/young people as required to support the placement and the individual needs of the child (e.g. transport a child, support a child for a period of time)
* Participate in the matching process for referrals from the Department
* Participate on the on call roster and on call handover meetings
* Ensure all assessments, case notes, home visits, training, departmental meetings and other responsibilities/ deadlines are met
* Ensure that electronic carer and other files are kept up to date within the required timeframes

*Networking and Consultation*

* Establish sound working relationships and cooperative arrangements with CTC staff at all levels, foster and kinship carers, government and non-government agencies, community groups and any other stakeholders
* Attend Departmental and other meetings as directed

**Responsibilities as a CTC Staff Member**

* Have knowledge and understanding of the organisation’s mission and vision and contribute to the success of the organisation in its entirety
* Be an effective member of the Partners in Foster Care Team as well as all other CTC Teams
* Assist other staff in their duties
* Assist in maintaining a clean, hygienic and tidy work environment at all times
* Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
* Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
* Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
  + Human Services Quality Standards
  + NDIS Practice Standards
  + Qld Human Rights Act
  + CTC Staff Code of Conduct
  + CTC Code of Conduct for Working with Children and Young People
  + NDIS Code of Conduct

**Performance Support and Reviews**

* Regular support and supervision with the Team Leader
* Periodic external supervision
* Additional external supervision as required
* Performance will be reviewed within an initial 6 month probation period and then on an annual basis according to the details of this and any revised position descriptions

**Confirmation of Understanding and Agreement with the Position Description**

I understand:

* the requirements of the position and agree to the terms and conditions as set out above
* more detailed responsibilities will be discussed with the Team Leader in line with the requirements of the organisation and broadly consistent with the role

Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_