

JOB DESCRIPTION

Job Title	Supervising Social Worker / Case Worker
Department	Foster Care
Responsible to	Manager Social Work Services / Team Manager / Director
Responsible for (if applicable)	NA

Overall Purpose and Aim of Role: To make a positive and lasting difference to children and young people through the provision of quality care in a family setting.

Core Tasks (Personal Responsibility and Communication)

- To provide regular support via telephone and supervisory visits to foster carers including occasional unannounced visits. These visits are all recorded. To ensure that the complaints information is available. And in addition to facilitate monthly support groups when requested.
- To monitor and review the suitability and competence of foster carers ensuring they provide a safe, healthy, nurturing and learning environment for children/young people.
- Supervising Social Workers may be asked to undertake Foster Care Assessments of potential foster carers.
- To monitor that children/young people and their families are being provided with foster care services that respond to the assessed needs and that value diversity and promote equality.
- To participate in negotiation between Key Assets and the Department to ensure that each child or young person in the care of the Department is carefully matched with a carer capable of meeting their needs.
- To endeavour to obtain all pertinent information including chronologies, child/children in the care of the Department documentation and core assessment forms from the Department or other relevant parties as soon as possible.
- Where practicable, Supervising Social Workers to facilitate introductory visits to foster carer's and provide introduction information on Key Assets and carers to children and young people.
- Supervising Social Workers should work to identify any gaps in match and provide support as required.
- To facilitate, encourage and support contact as agreed in the care plan.
- To support and encourage the child in maintaining appropriate contact.
- To ensure the necessary Risk Assessments are completed.
- To ensure compliance with child protection procedures.

- Ensure that the protection of children and the promotion of their welfare is given absolute priority in all activities and that critical incidents/allegations are recorded, investigated and acted upon appropriately and in keeping with Key Assets and the relevant child protection procedures of the Department.
- To ensure that children/young people's opinions and those of significant others are sought over all issues which are likely to affect their daily life and their future and are aware of how to raise any concerns or complaints by discussing any concerns with the children/young people.
- To support foster carers in preparing children and young people for independent or semi-independent living.
- To ensure that carers fully understand the task, competencies to be achieved and the standards expected, including complaints and representation procedures.
- To take responsibility for professional development – supervision, appraisal and training.
- To participate in the recruitment of potential carers and identify and facilitate training needs of foster families.
- To ensure that each carer accepts, understands and operates in all policy and guidance agreed by Key Assets.
- To ensure that child/ren in the care of the Department's agreements and comprehensive case recordings are maintained for children/young people and the foster carers.
- To ensure foster carers utilise respite appropriately and in the child's/young person's best interest.
- To undertake direct work and assessment of child/young person and foster carers according to identified needs.
- To work in partnership in a team parenting approach to help identify any needs within the foster family e.g. respite, activities, therapy, holidays, with all members of the child's network, including contribution to all relevant meetings and any other tasks defined.
- To undertake out of hours roster as required.

The role may involve frequent travel across Melbourne and Victoria and stays away from home.

Additional Duties

- Supervising Social Workers may be asked to sit on a fostering panel.
- The post holder will be expected to demonstrate the Key Assets' values.
- The post holder will be required to meet and liaise with key stakeholders both internally and within external agencies, this will include Department discussions around specific packages for our children and young people.
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively.
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	

PERSON SPECIFICATION
Supervising Social Worker/Case worker

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise (if applicable) **T**
 Assessed by Documentary Evidence **D**

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
• Must hold recognised Social Work Qualification or equivalent qualification	Essential	✓	✓			✓
• Certificate in Share Lives, Shared Stories and Step by Step	Desirable			✓		
• Eligible for membership of AASW	Essential		✓			✓
Experience/ Training						
• 2 years post-qualification experience in Child and Family Social work	Essential	✓	✓	✓		
• A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development	Essential	✓	✓	✓		
• Experience of working with Foster Carers	Desirable		✓	✓		
• Assessment of Foster Carers	Desirable		✓	✓		
• A basic understanding of IT	Essential	✓	✓	✓		
Knowledge						
• Good working knowledge of relevant legislation arising from the various Child Protection Legislation and Government initiatives and Agendas across Victoria	Essential	✓	✓	✓		
• A sound knowledge of child protection procedures and the Code of Conduct for Foster Carers.	Essential			✓		
Personal Qualities						
• Ability to work with a degree of autonomy , in a flexible and creative manner, within the agencies policies and procedures	Essential			✓		
• Ability to work in partnership with Child/ren in the care of the Department of Human Services	Essential			✓		
• Report writing skills	Essential			✓		
Miscellaneous						
• Participation in an 'On Call' service for Carers out of office hours	Essential			✓		
• A commitment to Equal Opportunities in all work practices	Essential			✓		
• A commitment to providing a professional and quality service	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
• Extensive travel is required within the Key Assets area	Essential			✓		
• Prepared to be flexible regarding working hours including evening and week-end working	Essential			✓		
• Must possess a full clean open driving licence	Essential	✓	✓			✓
• To be confident dealing with people in sometimes stressful/ difficult situations or remotely	Essential			✓		
• Willingness to undertake a Criminal Records check	Essential			✓		
• Be prepared to seek advice where necessary	Essential			✓		

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.