

JOB DESCRIPTION

Job Title	Key Worker
Department	CYPSS and Disability Services
Responsible to	CYPSS Coordinator and/or Supervising Social Worker

Overall Purpose and Aim of Role: To provide comprehensive and flexible support to Foster Carers and children/young people and the Social Work team as required.

Core Tasks (Personal Responsibility and Communication)

- In consultation with the Team Manager, Senior Supervising Social Worker, the social work team and foster carers, to contribute to the assessment of, and the development of individual plans for children and young people.
- To ensure delivery of aspects of the child's individual care plan.
- To assist with the co-ordination of the activities of a team of casual support workers and monitor and evaluate their work.
- To provide a fully integrated service with the social work team
- Support children/young people through leisure/educational activities and other activities as agreed.
- To supervise contact with family members. This may entail participating in activities both within and outside agency premises.
- Accompany other staff members as an escort service for collecting children/young person's at the beginning of a placement or return them to an appropriate address at the end of a placement.
- Where appropriate, to transport children/young people to therapy sessions, contact, and activity holidays or for educational assistance when the carers are unable to do so.
- To travel and escort children/young people back to their carers.
- To provide a service which values and respects the differing cultures and ethnic backgrounds of families and children/young people
- To keep daily written records of work undertaken and provide these promptly in line with Key Assets Policies and Procedures alongside preparing other appropriate records; including preparing reports for reviews, case conferences and courts.
- Assist in keeping the database up to date and accurate, including records of CYPSS Worker hours worked and reports on contact.

Key Responsibilities

- To observe and implement Child Protection and Child Safe Procedures and the National Standards for Disability Services and adhere to safer caring guidelines.
- To liaise with other agencies and professionals as directed, including developing community contacts/networks on behalf of individuals in our care.
- To actively encourage and develop each child's social, physical, intellectual, cultural, emotional and religious needs or/and any special needs they may have.

- To plan, implement and participate in a program of activities which take account to individual and group needs and to participate in the review and evaluation of the program.
- Under the support/direction of the Senior Supervising Social Worker prepare rosters for CYPSS Workers, receive and verify timesheets and expense claims
- To participate in the Out of Hours Duty Roster as required
- To support and contribute to the learning of co-workers, colleagues and students via training and mentoring.
- Participate in local induction of new CYPSS Workers, where appropriate and as requested
- Where appropriate to support children/young people through specialist services
- To ensure, through active involvement in the assessment processes and outcomes that all activities are thoroughly risk assessed and signed off by a senior manager.

Common Responsibilities and Behaviours

- To participate in care team meetings as required
- To take a flexible and creative approach to work with children/young people.
- To undertake training and development deemed necessary for the pursuance of the post and demonstrate a commitment to further professional development.
- To ensure that Health and Safety is observed in the course of employment, and comply with all Key Assets Policies and Procedures and the relevant government care standards.

Additional Duties

- The post holder will be expected to demonstrate the Key Assets' values
- 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
Key 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**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<u>Education/ Qualifications</u>						
<ul style="list-style-type: none"> Training and or qualifications in youth or social work or community services 	Essential	✓	✓			
<u>Experience/ Training</u>						
<ul style="list-style-type: none"> 2 years' experience of working directly with children/young people in the care system or other relevant field. 	Desirable		✓			
<ul style="list-style-type: none"> Experience in leadership roles and or supervisory roles 						
<ul style="list-style-type: none"> Demonstrate experience of working with children with challenging behaviour in an effective and appropriate way. 	Desirable			✓		
<ul style="list-style-type: none"> A basic understanding of IT 	Desirable					
<u>Knowledge</u>						
<ul style="list-style-type: none"> A sound knowledge of Child Protection Procedures 	Essential			✓		
<ul style="list-style-type: none"> Sound knowledge of the Out of Home Care Sector 	Essential					
<ul style="list-style-type: none"> Knowledge of , and the ability to prepare, report writing for reviews, case conferences and courts 	Desirable					
<ul style="list-style-type: none"> Knowledge of the National Standards for Disability Services 	Essential			✓		
<u>Personal Qualities</u>						
<ul style="list-style-type: none"> Ability to communicate clearly and sensitively with children/young people and adults in different situation 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Be able to demonstrate effective communication in writing 	Essential		✓	✓		
<ul style="list-style-type: none"> Reliable, flexible and dependable 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work on own initiative and as part of a team 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> An interest in sport or leisure activities 	Essential		✓	✓		
<u>Miscellaneous</u>						
<ul style="list-style-type: none"> A commitment to Equal Opportunities in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> 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>
• Willingness to travel, including occasionally residing away from home when needed or necessary	Essential			✓		
• Willingness to work flexibly including unsociable hours	Essential			✓		
• Must possess a full clean open driving licence	Essential	✓	✓			✓
• To participate in the 24 hour on call duty system	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.