

# POSITION DESCRIPTION

Foster Care Worker

<b>SERVICE STREAM</b>	Family Services (Foster Care)
<b>LOCATION</b>	Goodna
<b>CLASSIFICATION</b>	Level 5 - Mercy Community Services Enterprise Agreement.
<b>REPORTING RELATIONSHIP/S</b>	Team Leader

## OUR PURPOSE AND VALUES

Mercy Community Services exists to support and empower those who are poor, vulnerable, marginalised or in a position of disadvantage. We aim to be recognised as a leading provider and facilitator of quality, responsive community services

Our Values underpin all responsibilities of this position and are based on the ethos and mission of the Sisters of Mercy Brisbane and are aligned with Catholic Social Teachings

MERCY ACCEPTANCE EXCELLENCE DIGNITY EMPOWERMENT INTEGRITY

## POSITION PURPOSE

This role is responsible for:

- Developing a pool of competent foster carers, including assessment of kinship carers, to offer a high standard of care to children who are required to live apart from their families for a period of time because of their protective needs.
- The provision of support to carers, including crisis response out of normal operating hours as part of the program's on-call service and in response to a request from the line manager to attend to a matter out of hours.
- Monitoring the care, progress, and development of children and young people in placement to ensure the provision of quality placements and positive care experiences to enhance the well-being of children and young people.

## KEY PERFORMANCE REQUIREMENTS

<b>1. Mission, Vision and Values</b>	<ul style="list-style-type: none"> <li>• Execute the duties and functions of the role within the mission and values of Mercy Community Services</li> <li>• Participate in mission formation programs and activities as required</li> <li>• The model of care is consistent with the MCS mission and values, is articulated to staff and other stakeholders and reviewed regularly</li> <li>• Practice the Sanctuary® Model, in line with MCS values</li> </ul>
<b>2. Service Delivery</b>	<ul style="list-style-type: none"> <li>• Assist with recruitment, induction and associated processes for foster and kinship carers to meet identified placement needs of children requiring out-of-home care.</li> <li>• Deliver initial and ongoing training to prospective carer applicants and approved carers, in compliance with legislative or carer approval status requirements.</li> <li>• Undertake interviews which facilitate the comprehensive assessment of prospective carers, this may require planned after-hours and weekend home visits to complete such interviews with carers.</li> <li>• Prepare and complete reports on carers following their successful completion of training and assessment interviews for forwarding to the Department of Communities, Child Safety and Disability Services for initial approval.</li> <li>• Ensure carers are provided with regular information regarding legislation and policy changes from Department of Communities, Child Safety and Disability Services or Mercy Community Services, where it relates directly to their care role.</li> </ul>

Approved By: Executive Director

<b>Approval Date:</b>	September 2013	<b>Implementation Date:</b>	September 2013	<b>Review Date:</b>	September 2015
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### KEY PERFORMANCE REQUIREMENTS

	<ul style="list-style-type: none"> <li>• Provide high quality support for carers and ensure carers are assisted to develop positive solutions to child management problems and crisis situations in compliance with the requirements in the Statement of Standards (Child Protection Act 1999).</li> <li>• Monitor the care levels and placements of children and young people with carers, conduct regular home visits and observation of children/young people and complete case notes and reports as required by MFS.</li> <li>• Establish and maintain a professional and effective working relationship with the Department of Communities, Child Safety and Disability Services and other government or non-government agencies.</li> <li>• Participate in local area support groups with carers, attend Regional Foster Care meetings, forums and interagency meetings, as required by the line manager.</li> <li>• Monitor and undertake the process to meet review requirements of carers in accordance with the Child Protection Act 1999 with regard to foster carer agreements, approval review processes and renewal of Certificates of Approval for foster and kinship carers.</li> <li>• Maintain confidentiality and provide effective service to both internal and external stakeholders from culturally diverse backgrounds.</li> <li>• Work as an effective team member in accordance with Mercy Community Services mission, purpose and values.</li> </ul>
<b>3. Documentation, Quality Systems &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Comply with all Mercy Community Services policy and procedures.</li> <li>• Perform duties in accordance with organisational requirements.</li> <li>• Ensure documentation is created, stored and archived in line with organisational requirements.</li> <li>• Develop or assist in the development of systems to maintain data and statistics to inform service delivery and contribute to accountability for outcomes achieved, in consultation with the Coordinator/Team Leader or Manager.</li> <li>• Assist with the release of personal, private or confidential information in line with the MCS Privacy Policy, privacy legislation and the Child Protection Act, and in consultation with the Coordinator/Team Leader or Manager.</li> <li>• Identify improvements to policy, procedures, work instructions, other organisational systems and the work environment.</li> <li>• Participate in the consultation and/or the development, implementation and review of relevant MCS policy, procedures, work instructions and other documentation, as required.</li> <li>• Assist with the monitoring of compliance with policy, procedures, work instructions, other organisational and legislative requirements.</li> <li>• Work collaboratively with relevant stakeholders to prepare, undertake and maintain external licensing/accreditation requirements.</li> </ul>
<b>4. Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Adhere to safe work practices at all times.</li> <li>• Implement systems to ensure a safe workplace for all staff and members of the public.</li> <li>• Report incidents and hazards immediately, in line with organisational procedures.</li> <li>• Take immediate action to address identified/reported workplace health</li> </ul>

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## KEY PERFORMANCE REQUIREMENTS

	and safety matters in line with the hierarchy of controls/organisational requirements.
<b>5. Other Duties</b>	<ul style="list-style-type: none"> <li>• Provide rostered after hours on-call support, in line with organisational procedures.</li> <li>• Participate in staff development and team meetings.</li> <li>• Engage in reflective practice and participate meaningfully in regular professional supervision sessions.</li> <li>• Other activities as directed.</li> </ul>

## POSITION REQUIREMENTS

Required to have	Beneficial to have
<ul style="list-style-type: none"> <li>• Tertiary qualifications in Social Work, Behavioural Sciences, Psychology or other tertiary qualifications relevant to the program.</li> <li>• Demonstrated skills and experience in working with children and families, particularly in assisting with the assessment, planning processes and support around the management of children with difficult behaviours.</li> <li>• Ability to analyse, evaluate and make objective judgements, and the ability to articulate recommendations for carer assessments within a structured assessment framework.</li> <li>• Demonstrated interpersonal skills and the ability to produce clear, accurate and concise written case notes and reports.</li> <li>• The ability to work as a member of a team within MCS, the Department of Communities, Child Safety and Disability Services and with other key stakeholders.</li> <li>• Demonstrated intermediate ability to use computer IT systems including MS Word and Excel.</li> <li>• Queensland Provisional Green or above Driver's License.</li> <li>• Ability to obtain positive notice in the Working with Children Check (Blue Card) and any other legislatively required personal history screening as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills and knowledge around the issues and practice directions in the area of out-of-home care working with children and families.</li> <li>• An understanding of Aboriginal and Torres Strait Islander peoples, cultures and societies and the issues which impact upon them in contemporary society, together with a commitment to culturally appropriate engagement and practice.</li> </ul>

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## KEY SELECTION CRITERIA

1.	A good understanding of statutory child protection processes, including a sound knowledge of, and sensitivity to, the range of presentations likely to be encountered in children and young people who have experienced significant trauma both within their families and through extensive engagement with the child protection system, including cross-cultural awareness.
2.	Experience in working closely, creatively and appropriately with families, and engaging with them with a strengths-based focus to meet the social, emotional and psychological needs of the children and young people in their care.
3.	Excellent verbal and written communication skills with a demonstrated ability to analyse, evaluate and make objective judgements and articulate such in care plans and reports.
4.	A demonstrated ability to produce written case notes and reports that are clear and structured, evidenced with sound theoretical understandings within a structured management and accountability framework, with strict confidentiality considerations.
5.	Demonstrated time management skills, with the ability to balance and prioritise various client engagement and administrative requirements.
6.	A demonstrated ability to self-motivate and exercise creativity and initiative in your work, as well as participate in structured supervision and receive direction and feedback in relation to work performance and practice.
7.	Willing and able to work within a Christian context and Mercy Community Services' mission, purpose and values.

## EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed: \_\_\_\_\_

Name (*please print*): \_\_\_\_\_

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

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