

POSITION DESCRIPTION

Position Title:	Foster and Kinship Care Case Worker
Department/Location:	Please refer to letter of employment
Employment Status:	Please refer to letter of employment
Reports To:	Coordinator
Direct Reports:	Nil
Key Relationships/Interactions:	Internal: Coordinator, TRACC staff, Anglicare SQ staff. External: Foster and Kinship Carers, Department of Communities - Child Safety Services and other Community Organisations.

Position Statement / Overall Purpose:

This role's overall purpose within Anglicare Southern Queensland (ASQ) is to identify, build and maintain a supported network for Foster and Kinship Carers. The Foster and Kinship Care Case Worker will ensure that a targeted level of support is provided to general and high plus Foster and Kinship care placements, based on identified needs (for example, improving placement stability, supporting transition, supporting positive connection with family, improving well being outcomes for children).

The Foster and Kinship Care Case Worker is also responsible for ensuring Foster and Kinship Carers develop and sustain the resilience and necessary skills to provide safe and supportive care to children and young people placed with them.

The Case Worker will ensure service delivery is congruent with CARE principles of:

- Developmentally focused
- Family involved
- Relationship based
- Competence Centred
- Trauma informed
- Ecologically orientated

The Foster and Kinship Care Case Worker will work in accordance with the values of ASQ and support core business by providing service, guidance and advice within this position's specialty area.

Position Specific Requirements & Qualifications:

1. Possession of a Degree in Social Work, Psychology, Human Services or Behavioural or Social Sciences or relevant experience (essential).
2. Current QLD Drivers' Licence (essential).
3. Eligibility to gain a successful Licensed Care Services suitability check (LCS-2) through the Department of Communities, Child Safety and Disability Services (essential).
4. Ability and willingness to hold a Working with Children Check Paid Employee Positive Notice (Blue Card) issued by the Public Safety Business Agency (at the worker's own expense)(essential).

5. Certificate IV in Workplace Training and Assessment (desired).
6. May be required to undergo evaluation and be assessed as able to meet the physical and functional requirements of the role.

Key Selection Criteria:

1. A practice framework that is culturally sensitive and consistent with the six CARE Principles:
2. Applied knowledge and understanding of child protection and out-of-home care frameworks, including knowledge of or ability to acquire knowledge of the Child Protection Act (1999) and relevant legislation.
3. Ability to implement child centred family focused work. Family may include Foster and Kinship Carers, and in some cases natural parents and families.
4. Experience in delivering effective in-home support, training and group support to adults that are congruent with contemporary understandings of the impact of trauma on child development.
5. Demonstrated experience in completing complex documentation, including foster and kinship carer assessments and care plans for children and young people.
6. Highly developed problem-solving, coping and decision-making skills and the ability to apply these skills in crisis situations.
7. Excellent interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people.
8. Proven ability to work cooperatively in a team environment.
9. Strong computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications and experience using programs such as MS Word, Powerpoint and Excel.

Key Accountabilities and Responsibilities:

1. Accountability: Foster and Kinship Carer Recruitment and Assessment

Responsibilities:

- ☐ Apply the CARE principles and the Statement of Standards of Care to all interactions with children and Carers, and in decision making (e.g. carer approval recommendations).
- ☐ As a member of the Foster and Kinship Care Team, participate in recruitment, screening, selection, and training of Foster and Kinship Carers.
- ☐ Assist in organizing, preparing and delivering Pre-Service Quality Care Training and additional required training for prospective Foster and Kinship Carers.
- ☐ Assessment of applicants for purposes of Department of Communities Child Safety and Disability Services Foster and Kinship Carer approval and re-approval.

2. Accountability: Support Foster and Kinship Care placement

Responsibilities:

- ☐ Provide individualised support and supervision to carers, taking into consideration the different needs of Foster Carers and Kinship Carers. Support Carers to understand and apply CARE principles into their daily care of children and young people.

- Assist carers to create a home that is emotionally and physically safe, nurturing, appropriately engaging and stimulating, which fosters growth and resilience.
- Conduct periodic home visits and provide ongoing face-to-face, phone and email support to individual Foster and Kinship Carers.
- Provide support to Foster and Kinship Carers in regard to placements, targeting specific issues relevant to the Case Plan and Care Plan (where appropriate) and needs of children and young people who are subject to child protection orders.
- Liaise with the Department of Communities, Child Safety and Disability Services in regard to issues related to carers, children, young people and their families (e.g. family contact as set down at Placement Meetings, reunification plans and broader family connections).
- Facilitate respite arrangements for children and young people when required.
- Provide after hours support of Foster and Kinship Carers and access to after hours placements for Child Safety After Hours Service Centre . This after hours support will be shared by other Foster and Kinship Care Case Workers and the Co-ordinator of the Program.
- Facilitate opportunities for Foster and Kinship Carer learning and development, especially in regard to Departmental requirements for maintenance of Approval status and according to the needs of children and young people who are placed with Foster and Kinship Carers (e.g. ensuring that each foster carer has a Learning and Development Plan).
- Provide support to carers in the event of a Standard of Care issue, Harm Report or grievance.
- Link Foster and Kinship Carers to appropriate professional supports and specific fostering bodies (e.g. Foster Care Queensland, Carer Support Groups)

When a TRACC Program has funding for 'High Plus' activities, the following 'High Plus Specific Responsibilities apply to this position.

High Plus Specific Responsibilities:

- Work together with children and young people, carers, families, the Department of Communities and other stakeholders to develop and implement Care Plans which utilise existing strengths and skills of children and young people and target areas for development.
- Provide direct support to children and young people in regard to placements, targeting specific issues relevant to their care plan.
- Demonstrate an understanding of the importance of family/kinship connections to children and young people in care. Promote this understanding with carers, and where relevant to the case plan and/or care plan, engage directly with natural family (e.g. through supervision of family contact and/or family history work for children and young people).
- Through working directly with children and young people, and through work with Foster & Kinship Carers, assist children and young people to learn developmentally-appropriate skills for living, forming relationships, problem-solving and dealing with stress and conflict.
- Provide support and guidance to children and young people through a range of transitions e.g. developmental transitions, placement transitions, reunification to natural family, Transition to Independence.
- Recognise and respond therapeutically to pain-based behaviour and promote pro-social behaviour in children and young people.

- Liaise with professional services engaged in the ongoing care of the child or young person (eg schools, mental health services, ancillary health services).
- Support carers to develop routines, and create opportunities for success through participation in age and developmentally appropriate education, recreation etc.
- Develop and facilitate a range of resources, training and group work programs for children and/or adults

3. Accountability: Teamwork

Responsibilities:

- Ensure communication is appropriate with members of the Team – e.g. Coordinator, other Foster and Kinship Care Case Workers, Foster and Kinship Carers, Children and Young people, Families and other stakeholders. Communication between all stakeholders will be aimed at working in partnership to ensure all work is child centred and designed to meet the identified needs of children and young people in care.
- In collaboration with the Coordinator, identify placements in need of additional support through the High Plus component of the service, and work with other team members to transition placement supports seamlessly.
- Contribute to the building of a TRACC Team environment by professional practice according to CARE principles, the Purpose, Ambition and Values, Policy and Procedures of Anglicare Southern Queensland and the TRACC Programs.
- Actively share ideas and resources across the broader team.
- Actively participate and contribute to TRACC team meetings.

4. Accountability: Quality Improvement

Responsibilities:

- Participation in the intake and assessment processes that facilitate matching children and young people in placements with Foster and Kinship Carers
- Maintain a high standard of comprehensive record-keeping for children, young people and carers for the purposes of licensing, research and quality assurance purposes (including record keeping of carer and Departmental contact)
- Continue professional development; maintain knowledge of current research and practice related to Foster and Kinship Care, children and young people, participate in appraisal and supervision in accordance with relevant policies.
- Monitor and update relevant documentation (e.g. Authority to Care, Foster Carer Agreements, Carer Learning and Development Plans, Care plans where relevant)
- Comply with all licensing requirements and contribute to ensuring that the Program is in line with licensing requirements and relevant legislation
- Participate in relevant alternative care and community networks
- Assist in reviewing the Program, Procedures and Policies
- Participate in and contribute to the intake, review and closure planning necessary for children and young people in the high plus component of the service to access additional community supports.

5. Other Duties and Requirements

- ☐ Do not, during or after employment, disclose information relating to residents, clients and staff of Anglicare or damage the reputation, viability or profitability of Anglicare services;
- ☐ Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.
- ☐ Capability and willingness to work flexible hours, including weekends and evenings (e.g. participation in target in-home support for children and/or carers, carer recruitment activities, support groups, special events and carer training).

Delegation of Authority:

- ☐ In accordance with the Anglicare Delegations of Authority Policy.