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| **POSITION DESCRIPTION** | |
| **Position Title:** | Coordinator, Foster & Kinship Care |
| **Service/Facility/Department:** | Children & Families |
| **Direct Reports:** | Practitioner, Foster & Kinship Care and Youth Workers, (where applicable), and other specialist staff employed within the program |
| **Key Relationships:** | **Internal:** Service Manager, Children & Families staff,Anglicare staff including central support teams |
| **External:** Foster & Kinship Carers and the children and young people placed in their care, Department of Communities – Child Safety Services, other Community Organisations and Peak Bodies in the Child Protection Sector. |

**Position Statement / Overall Purpose**

The overall purpose of the Coordinator, Foster & Kinship Careis to provide quality guidance, direction and supervision to a team of Practitioners, Foster & Kinship Care and Youth Workers (where applicable) to ensure the recruitment, training, assessment, ongoing support of Foster and Kinship Carers and children in their care is maintained as per service agreement requisites.

The Coordinator, Foster & Kinship Careis also responsible for ensuring that the program meets the standards set out by the Department of Communities (Child Safety Services) to protect ongoing licensing of the program.

In services providing direct care to children and young people (including High Plus, Intensive or Enhanced Foster Care), the Coordinator, Foster & Kinship Care will support Practitioners to ensure therapeutic, practical and/or financial supports are coordinated and provided based on the individual care plan developed for the child, young person or household within the contraints of the program funding.

The Coordinator, Foster & Kinship Care will work in accordance with the values of Anglicare Southern Queensland SQ (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current Blue Card
* Current Licensed Care Service (LCS)
* Current Queensland Driver Licence
* Degree in Social Work, Psychology, Human Services, Social or Behavioural Sciences or similar
* A Certificate IV in Workplace Training, Assessment and Evaluation (desired)

**Key Selection Criteria**

* Applied knowledge and understanding of child protection and out-of-home care frameworks, including knowledge of the Child Protection Act (1999) and relevant legislation
* Well-developed practice framework that is culturally sensitive
* An ability to manage and provide appropriate team leadership and supervision
* Demonstrated experience as a Child Protection practitioner, ideally within an out of home care context
* Demonstrated ability to respond appropriately in crisis situations including highly developed problem-solving, decision-making and negotiation skills
* Ability to develop and maintain a working relationship with Department of Communities (Child Safety Services) and other programs in order to enhance support to children and carers
* Proven ability to work cooperatively in a team environment
* Strong computer skills, including MS Word, Powerpoint and Excel
* Relevant experience within a community services or similar organisation (desired)
* An understanding of quality management and continuous improvement processes and the Human Service Quality Standards (desired)

**Key Accountabilities and Responsibilities**

1. **Accountability: Coordination of the Foster & Kinship Care Program**

**Responsibilities:**

* Provide leadership and professional supervision for all staff within the team to ensure effective performance within their role
* Provide coaching, mentoring and live supervision to build staff competency and success, particularly with regard to complex case work matters
* Ensure that the program complies with relevant statutory, licensing and organisational requirements as determined by the funding contract
* Complete relevant Departmental and Anglicare review documentation
* Ensure training relevant to both staff and carers is conducted regularly and complies with Anglicare and licensing requirements
* Together with the Service Manager, ensure appropriate financial management of the program

1. **Accountability: Service Delivery**

**Responsibilities:**

* Support Practitioners to assess the individual placement support needs, and implement appropriate support and intervention based on the program type (Foster & Kinship Care,Hugh Plus or Enhanced/Intensive Foster Care)
* Implement support and therapeutic intervention with children, young people and carers that is focused on empowering carers to meet the needs of children placed in their care
* Oversee and mentor staff to undertake comprehensive, quality care planning, assessments and reports. Support Practitioners to advocate and negotiate on the behalf of children, young people and carers, with a focus on the best interests of the child

1. **Accountability: Working in Partnership**

**Responsibilities:**

* Build internal and external relationships that are based on trust and respect and through sensitivity, availability, acceptance and investment
* Develop strong professional relationships with Foster & Kinship Carers, children and young people
* Develop strong professional partnership relationships with Department of Communities, Child Safety and Disability Services staff - particularly Placement Services Unit officers and Team Leaders at Child Safety Service Centres
* Promote partnership activities with other organisations in consultation with the Manager.
* Participate in and/or lead meetings with stakeholders regarding complex case matters and/or program level issues
* In programs involving direct care or increased placement support, ensure Practitioners are coordinating and/or attending stakeholder meetings based on the agreed frequency.
* Participate in appropriate out-of-home care and community networks and promote partnership activities with other organisations in consultation with the Manager

1. **Accountability: Teamwork**

**Responsibilities:**

* Ensure clear and consistent communication with members of the team, including coordination of regular team meetings
* Develop and maintain a positive team culture characterised by professional practice according to the Purpose, Ambition and Values, Policy and Procedures of Anglicare and the Children & Families Programs
* Develop a collaborative problem solving approach within the team, actively share ideas and resources
* Provide proactive and positive peer support to team members and colleagues
* Actively participate and contribute to Children & Families team meetings

1. **Accountability: Quality Improvement**

**Responsibilities:**

* Constructively and positively participate in the development, improvement and implementation of systems, processes, policies and procedures related to regulation of care, licensing and Anglicare requirements
* Monitor and maintain relevant documentation to ensure the Program is in line with licensing requirements and relevant legislationEnsure Practitioners and Youth Workers maintain records professionally and according to best practice.
* Participate in and respond to internal and external audits and their findings
* Ensure ongoing integration of practice frameworks, systems and processes to ensure a comprehensive practice approach
* Continue professional development; maintain knowledge of current research and practice related to the program

**Other Duties and Requirements**

* Capability and willingness to work flexible hours, including weekends and evenings (e.g. participation in carer recruitment activities, support groups, special events and carer training events).
* Provide after hours support including participation in and supporting an on call roster as well as communication with the Child Safety After Hours Service Centre. This after hours support with be shared across the team.
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.