

Position Description

Position title	Carer Recruitment and Development Coordinator
Document ID	PD-F-
Program/Unit	Carer Recruitment and Development Team
Term	Full Time - Ongoing
Classification	SCHCADS Award, Level 7 - Subject to relevant experience
Position reports to	Carer Recruitment and Development Manager

Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies – the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers – we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, NSW and WA.

MacKillop has almost 1,100 staff, operating out of more than 40 sites, and has forecast annual revenue for the 2018/19 financial year of over \$125 million.

Just like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

Our vision

All children, young people and families are safe, thriving and connected to culture and community. MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our values

Justice: We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly;

Hope: We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

Collaboration: We commit to working in a collaborative spirit through cooperation, coordination, and partnership;

Compassion: We commit to creating an attitude of openness to others and to their circumstances; and

Respect: We seek to listen and learn from each other and to build relationships with respect.

Position purpose

The Carer Recruitment and Development Coordinator (Metro Melbourne) is a specialist role within MacKillop's Community Engagement team. The position's main functions include the supervision of Carer Recruitment and Development (CR&D) Workers across Melbourne metropolitan regions. The CR&D Workers' main responsibilities are recruitment, compliance, training, assessment, development and retention of all carers within the program.

The CR&D Coordinator (Metro Melbourne) reports to the Carer Recruitment and Development Manager.

Primary objectives

The following objectives relate to the Carer Recruitment and Development Coordinator position:

- Supervise the Carer Recruitment & Development Workers in the Melbourne metropolitan regions.
- Assist in the development and implementation of a clear strategic plan with regard to the attraction, recruitment, development and retention of foster carers.
- Ensure carer compliance systems are working effectively and strictly adhered to the recruitment and accreditation process.
- Actively work with the HBC teams to ensure compliance is maintained and meets MacKillop and DHHS Standards.
- Provide regular staff supervision and strong communication systems are in place.
- Support staff to engage with the wider Home-Based Care teams in each region.
- Facilitate carer training, assessments and carer recruitment activities.
- Ensure the maintenance of EDDI (MacKillop's Electronic Data and Document Interface) to ensure all carer activity can be regularly monitored and analysed.

Key Result Area and Responsibilities

Recruitment

The Carer Recruitment and Development Coordinator will:

- Represent MacKillop Family Services at community events to attract new foster carers and raise community awareness of foster care.
- Ensure staff respond to carer enquiries in a timely manner once received from the centralised enquiry line operator and when required, respond to enquiries.
- Ensure the relevant compliance requirements are consistently met for all carers.

Carer Training

The Carer Recruitment and Development Coordinator will:

- Facilitate Shared Lives and Trauma Informed Care (TIC) training.
- Seek ongoing training opportunities for carers post accreditation.
- Ensure carers receive invites to post accreditation training.
- Increase cultural awareness training opportunities.

Assessment

The Carer Recruitment and Development Coordinator will:

- Support staff to prioritise carer assessments based on need and priority.
- When required, participate in carer assessment and compile assessment reports.

- Complete compliance checks relevant to the program guidelines.
- Ensure relevant compliance and administrative processes are completed relating to carer accreditation.

Carer Support

The Carer Recruitment and Development Coordinator will:

- Support staff to coordinate post accreditation training sessions for carers.
- Implement and facilitate support mechanisms and feedback opportunities for carers.
- Work collaboratively with CR&D staff and HBC staff to facilitate carer support groups.
- Assist in organising carer celebrations/social events.

Data collection

The Carer Recruitment and Development Coordinator will:

- Ensure all carer information is regularly inputted to EDDI and other relevant data systems.

Key selection criteria

The successful applicant will have:

- An appropriate tertiary qualification in Social Work, Children's Services, Welfare Services or equivalent.
- Sound professional knowledge and theory base particularly in the areas of trauma, attachment and therapeutic care and assessment and training.
- Demonstrated experience supervising staff and building effective teams.
- Strong verbal and written communication.
- Ability to adhere to deadlines and meeting KPI's while working under pressure (exceptional organisational and administration skills).
- Able to work effectively with a wide range of diverse people, including stakeholders
- High levels of computer literacy – MS Office and databases.
- Ability to work collaboratively at program, organisational and sector levels.
- A commitment to the mission and values of MacKillop Family Services.

Other criteria not essential but desirable:

- Trained in "Shared Lives"
- Trained in "Step by Step"
- Trained in Trauma Informed Care
- Cert IV in Training and Assessment
- Project Management Experience

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct
- Observe and actively support MacKillop's OH&S policy and strategy.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

Approver's full name:	Sam Patterson	Date:	
Approver's position title:	Director Community Relations		
Incumbent's full name:			
Incumbent's signature:		Date:	