

## Position Description

<b>Position Title</b>	Foster Carer Assessor
<b>Team</b>	Foster Care Team
<b>Reports to</b>	Foster Care Program Manager
<b>Direct Reports</b>	Nil
<b>Contract</b>	Casual
<b>Date effective</b>	June 2020
<b>Award</b>	SCHADS Level 5
<b>Location</b>	Foster Carers' homes and other Lighthouse locations as determined

### Organisational Context

Lighthouse Foundation support and care for some of Australia's most vulnerable young people, children and babies who typically come from backgrounds of long-term neglect and abuse. The young people in our care include teenagers, young parents, girls fleeing forced marriages and children experiencing placement breakdowns in the Foster Care system. Lighthouse provides these young people with a home, a sense of family and therapeutic care that's trauma informed and individually tailored to help them rebuild their lives.

Our model of care is based on 60 years of empirical research and considers not just a child's home environment but their need to form daily routines and meaningful relationships within a community. Lighthouse implements the model by accommodating young people in suburban homes with genuine 24-hour physical and psychological support. Each home is managed by experienced Carers with assistance from clinical professionals and dedicated volunteers. This forms a community of support around each young person, giving them the opportunity to confront their trauma and heal in a safe holding space.

Over the past 29 years, Lighthouse has successfully supported more than 1,000 young people to break the cycle of homelessness, move in to employment and educational opportunities and overcome their damaging life experiences.

### Vision

To end youth homelessness together

### Mission

To transform the lives of young people, children and babies in need, together with the community.

### Our Values

Respect  
Courage  
Kindness

### Primary Purpose of the Position

The overall purpose of the role is the recruitment of Foster Carers for the Lighthouse Foster Care Program by conducting caregiver assessments using the Step by Step Assessment Tool and Lighthouse's Model of Care practice approach.

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The recruitment process involves assessing the suitability of prospective Foster Carers/Volunteers and providing high-quality written assessment reports which are presented at accreditation panels.

The role will also assist in the provision of pre and post-accreditation training using the Shared Lives Training package to Foster Carers, facilitating information nights or one-on-one information sessions to inform and educate the community about becoming a Foster Carer.

## Key Responsibilities

<b>Role Specific Requirements</b>	
<b>Area of Responsibility</b>	<b>Activities</b> <i>(performance measured against activities during reviews)</i>
<b>Recruitment and Assessment</b>	<ul style="list-style-type: none"> <li>• Conduct Step by Step assessments which are high quality and in accordance with the Lighthouse's guidelines and the Department of Health and Human Services' standards</li> <li>• Complete all relevant paperwork associated with the assessment and accreditation</li> <li>• Writing assessment reports</li> <li>• Attend accreditation panel meetings to present applications</li> <li>• Consult with Program Manager and Clinician throughout the assessment process</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Participate in potential caregiver training using the Shared Lives (Victoria) Training Package</li> <li>• Participate in Information Exchanges and Information Evenings</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Travel to potential Foster Carers at prearranged locations</li> <li>• Responsibility for the preparation of assessment reports</li> <li>• Conduct thorough referee checks and associated checks</li> <li>• Participation at the decision-making accreditation panel</li> </ul>
<b>Organisational Specific Requirements</b>	
<b>OH&amp;S</b>	Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and young people including following safe working procedures and instructions.
<b>Commitment to Trauma Informed Practice</b>	Staff are to: <ul style="list-style-type: none"> <li>• Engage in personal and professional development to integrate their understanding and response to people and systems that have been impacted by trauma</li> <li>• Create or maintain a physical and emotional environment that promotes healing</li> <li>• Engage in conflict resolution processes when required</li> </ul>

## Qualifications and Licences

- Relevant tertiary qualifications in social work, welfare, marketing or related disciplines and/or experience in the sector
- Step by Step Training
- Shared Lives Training
- Current Full Driver's license
- Current Criminal Records Check
- Current Working with Children Check

## Key Selection Criteria

- Minimum of 3 years' experience in a similar role
- Knowledge of trauma informed practice
- Proficient in client database management systems
- Comprehensive assessment skills
- Experience in producing high quality reports
- Relevant skills and knowledge of home-based care, with an understanding of the need for placement and the likely impacts on children/young people as well as caregivers
- Excellent communication skills, both oral and written
- Ability to work autonomously and part of a team
- Ability to liaise with families, carers and professionals

## Employment Conditions

- Casual
- Compliance with Lighthouse Foundation's Code of Conduct, including the Child Safe Code of Conduct, policies and procedures
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment.
- Terms and conditions of employment are outlined in employment contracts

### Manager

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Performance review period: \_\_\_\_\_

### Staff Member

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Next review date: \_\_\_\_\_

**Note:** The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion.

The role description should be reviewed formally during the annual planning and performance assessment process.

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