

Position Description

Position title	Carer Recruitment and Development Worker
Document ID	
Program/Unit	Carer Recruitment and Development Team, Eastern
Term	
Classification	SCHCADS Award, Level 6 – Subject to relevant experience
Position reports to	Carer Recruitment and Development Coordinator

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 Worker is a specialist role within MacKillop's Carer Recruitment and Development Team. The position is responsible for the recruitment, training, assessment, development and retention of carers within the program.

The Carer Recruitment and Development Worker will be primarily based in our Northern office. Travel will be required. This position reports to the Carer Recruitment and Development Coordinator.

Primary objectives

- Deliver effective recruitment, development and retention of high-quality, trauma informed, therapeutic carers. Carers include foster carers, Targeted Care Package (TCP) carers and other forms of care providers).
- Provide quality training and robust assessments of carer applicants.
- Comply with the relevant departmental and MacKillop processes and procedures and Child Safe principles.
- Supporting the development and implementation of a clear strategic plan for carer management (attraction, recruitment, development and retention)
- Support the development, implementation and review of pre and post-accreditation training for potential carers.
- Clear communication and information processes are in place to support carers.
- Be an effective team member of the Carer Recruitment and Development Team.
- Support the development and embedding of EDDI (MacKillop's Electronic Data and Document Interface system) to ensure carer information is entered. In addition, to ensure all carer recruitment, training and development activity can be regularly monitored and analysed, and that learnings inform practice improvement.

Key result areas and responsibilities

The Carer Recruitment and Development Worker will:

- Represent MacKillop at community events to attract new carers and raise community awareness of care (foster care, permanent care, TCP, etc.).
- Respond to carer enquiries in a timely manner.
- Meet compliance requirements for all carers.

- Facilitate training pre and post carer accreditation, for example Shared Lives and Trauma Informed Care (TIC).
- Carer and targeted carer recruitment, coordinate carer assessments, compile carer assessment reports, complete compliance checks, present carer assessment reports to the accreditation panel, and ensure carer accreditation administrative processes are completed.
- Facilitate carer support, ongoing training, assessment, review, feedback and events.
- Administer and maintain relevant carer databases.

Key selection criteria

The incumbent will have:

- A tertiary qualification in a relevant field of Social Work, Children's Services, Welfare Services or equivalent.
- Shared Stories Shared Lives and Step By Step accreditation (Victoria). The new Shared Lives familiarisation accreditation would be an advantage.
- Demonstrated experience in facilitating training.
- Demonstrated experience in undertaking assessments.
- Demonstrated experience working collaboratively with internal and external stakeholders.
- Proven assessment and report writing skills.
- High levels of computer literacy – Microsoft Office Suite and databases.
- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families.
- A sound professional knowledge and theory base particularly in the areas of trauma, attachment and therapeutic care.
- An ability to adhere to deadlines and meet performance measures while working under pressure (exceptional organisational and administration skills).
- A willingness to embrace the mission and values of MacKillop, the Sanctuary Model and the provision of trauma informed therapeutic care.

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:		Date:	
Approver's position title:			
Incumbent's full name:			
Incumbent's signature:		Date:	