

## Position Description

---

Program or Function name:	<b>Treatment Foster Care Oregon (TFCO)</b>
Role Title:	<b>Foster Care Recruiter &amp; Trainer</b>
Award Classification: (If relevant)	<b>SCHCADS Level 5</b>
Location:	<b>Western Sydney</b>
Reports to:	<b>Program Supervisor, TFCO</b>

### **OzChild**

---

Founded in 1851, OzChild support vulnerable children and young people by providing healing, preventing abuse and neglect, and strengthening families.

It is our goal to see that all children and young people are safe, respected, and nurtured, and reach their full potential.

### **Child Safety**

---

We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

### **Role Purpose Summary**

---

Treatment Foster Care Oregon for Children (TFCO-C) is an evidence-based treatment program that supports and treats children with significant behavioral challenges. TFCO provides a high level of support and intervention to children and young people in a family setting - the home of an accredited Foster Carer. The TFCO model contains several components such as: identification, recruitment, training and support for the foster carer/s, family therapy for the child young person's parent/aftercare placement; skills training for the child or young person; education support and case management and consultation.

An individualised treatment plan is developed for each child or young person in the program with goals that focus on improving the child's emotional and behavioral functioning; promoting positive educational outcomes; and building strong family relationships. A child's goals are met through close supervision, fair and consistent limits, predictable consequences, and supportive relationships with mentoring adults.

The Foster Care Recruiter and Trainer holds a critical role in the TFCO Model with a focus on carer recruitment and assessment, strengthening the benefit of the model to children and young people entering the program.

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high-quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

#### Position Specific Responsibilities

---

- Be accountable for the recruitment, training and accreditation of TFCO foster carers, maintaining an agreed carer pool for the program.
- Develop a clear recruitment strategy including advertising channels, preparation and placing of recruitment ads alongside the OzChild marketing team and the Program Supervisor.
- Receive all TFCO carer enquiries, respond with individualised follow-up screening, coordination of training and assessment for potential foster carers.
- Works closely alongside the TFCO Program Supervisor to anticipate, identify and ensure delivery of ongoing carer training and development.
- Facilitate Foster Carer training.
- Facilitate Foster Carer assessments.
- Conduct daily structured telephone interviews with foster parents on children's behaviours and foster carer stress (Parenting Daily Report) on a daily basis (5 days a week).
- Record and report Parenting Daily Reporting data to Program Supervisor and program staff to inform treatment planning.
- Assist the TFCO Program Supervisor with organising, attending and documenting weekly foster carer meetings.
- Attend weekly clinical team meetings with all members of the TFCO for children team.
- Manage all elements of videoing sessions for fidelity purposes and upload these for the TFC consultants review.
- Provide back up support to the Program Supervisor in their absence if required.
- Record and update outcomes and data management systems to ensure program quality and participate in continuous improvement to identify performance trends, best practices, and opportunities for improvement.
- Serve as a resource and trouble shooter to foster carer households, maintain motivation and treatment participation of foster carers, and ensures good working relationship with foster carer within the program.
- Participate in 24 hour on call roster as required alongside other team members.

- Develop good working relationships with Aboriginal led agencies to ensure cultural safe practice and good outcomes for Aboriginal children and young people.
- Maintain stakeholder relationship with referral (carer referrals) sources. Coordinate services within agency and with other community providers.
- Participate in building a strong team that is built on inclusiveness and respectfulness operating with a high level of professional management in a complex and demanding environment.
- Be accountable to the performance outcomes of the program you are responsible for and ensure they are being met.
- Ensure you are compliant with Quality, WHS and Risk Management systems for the program.

### **Key Job Relationships**

---

#### **Internal**

- TFCO-C Team
- National Support Office Teams
- Other TFCO Teams

#### **External**

- Foster Carers and Families
- Foster Carer Associations
- Children, young people and their families
- DCJ and other government bodies
- Community Service organisations
- TFC Consultants
- Peak welfare associations and network

### **Qualifications**

---

#### **Essential**

- Tertiary qualification in Social Work, Psychology or a relevant discipline that is recognised in Australia.
- Cert IV in Training and Assessment
- Gain accreditation in the Treatment Foster Care Oregon (TFCO) model and ensure your practice adheres with the model requirements (OzChild will support this process).

### **Screening and Licences**

---

- OzChild conduct interviews, reference checks and ensure the completion of satisfactory safety screening including National / International Police Check and Working with Children Checks relevant to the State or Territory that employment and undertaking of position occurs.
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

### **Skills and Experience**

---

- Experience and familiarity with recruiting foster carers
- Experience in child, youth and family's sector and an understanding of the complex needs of children in residential care
- Experience in conducting assessments of foster carers and delivering high quality training and support to foster carers.
- Knowledge and skills in ensuring the health and protection of children and young people, Knowledge of the Child Protection and Out of Home Care system, standards and practices.
- In-depth knowledge an understanding of the principles and challenges of supporting vulnerable families.

- An understanding of cultural contexts and the unique needs of Aboriginal children and young people.
- Strong communication, negotiation and organisational skills.
- Leadership skills and experience of supporting and mentoring staff.
- Effective network development skills.
- Advanced computer skills, including the Microsoft suite and email, plus familiarity with web-based information management communication and accounting systems.

### **Mandatory Training**

---

All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

### **Organisational Responsibilities**

---

- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate good working relationships with all services of OzChild, the clients, their families and other people significant to the client.
- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

### **OzChild People Responsibilities**

---

- Ensure compliance with OzChild's Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety.
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.
- Participate in and complete all mandatory training and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position.
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes.
- Ensure the safety and well-being of self and other.
- Work together as a team and encourage and support others within their team.
- Speak up and making it clear when behaviour is unacceptable.

- Support those who are affected by breaches of policy or procedure and encouraging them to take action.
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

### **Safety and Wellbeing Responsibilities**

---

- Assume accountability for safety and wellbeing for self and others.
- Undertake all duties safely and in accordance with applicable policy, procedures and processes.
- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing.
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives.
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.
- Report any work related or non-work related injury or illness.
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.

**Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.**

*I have read and understood the position description.*

Team Member Name:

Team Member Signature:

Date:

[Click here to enter a date.](#)