



Position Description

Program or Function name:	Foster Care
Role Title:	Senior Carer Support Worker
Award Classification: (If relevant)	SCHCADS level 6
Primary Office Location:	Yarraville
Employment Status:	Part Time, maximum term
Reports to:	Team Leader Carer Support and Intake

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

The purpose of the position is to improve outcomes for children and young people in the Foster Care program through the support and development of Carers.

The role develops and retain carers, enabling them to provide safe, stable and nurturing homes to children who cannot reside with family, until a permanent solution is found. The Carer Support Worker represents the carers voice and needs, promoting the ongoing development of carers as volunteers in the Out of Home Care Sector. The role also supports the intake of new clients, matching client needs and carer capability.



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

- Develop competent and confident carers following initial accreditation through purposeful interventions and planned development.
- Support the implementation of the OzChild Carer Strategy, promoting the voluntary role of carers within the Out of Home Care Sector.
- Work collaboratively to match clients referred through intake to accredited carer households.
- Build and maintain relationship with foster carers as a partner to service delivery.
- Conduct annual reviews in line with compliance requirements and with purposeful and structured outcomes for the carer.
- Maintain carer records and ensure accreditation requirements are met for the duration of the partnership between carers and OzChild.
- Maintain strong relationship with the assigned Case Manager to ensure streamlined support from OzChild for all placements.
- Undertake complex care assessments and support the training of carers when required.
- Ensure that Carers and other persons in the household have and maintain current appropriate Police Clearance Checks and Working With Children Checks.
- Support and advocate for carers throughout their full foster care journey.
- Collaborate with Case Managers to enable carers to provide a safe environment for children and young people in need.
- Identify themes to inform OzChild carer development strategy and curriculum.
- Contribute to the development of Carer project work, ensuring continued focus on improving carer experience and engagement to promote improved outcomes for children in placements.
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Key Job Relationships

Internal

- Children, young people and their families
- Foster Carers
- Case Management teams
- Intake team

External

- Clients and families
- DHHS Placement Coordination Unit
- Foster Care Association Victoria
- Other Community welfare organisations
- Families

Qualifications

Essential

- A degree qualification in social work or equivalent that is recognised in Australia.

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

- Understanding of theoretical frameworks relevant to children in alternative care.
- Knowledge and application of child protection legislation and practices for children at risk.
- Demonstrated achievement of outcomes through advocacy on behalf of those in need.
- Application of assessment skills.
- Demonstrated capability in conflict resolution, influence and negotiation skills.
- Knowledge of the statutory and related service systems as they relate to out of home care.
- Experience working in the Out of Home Care sector highly desirable.
- Experience working with complex families desirable.
- Experience of complex case management working with children, young people and families.
- Strong problem-solving capability, developing solutions to meet client needs.
- Excellent time management, organised, well developed interpersonal skills.
- Solid professional judgement.

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.](#)

