



Position Description

CARER RECRUITMENT

**Wesley Dalmar Out of Home Care
November 2021**

Agreement

Signed – Manager

Signed – Employee

Date

Date

Do all the good you can
because every life matters



CARER RECRUITMENT

1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials

Our position descriptions and performance plans are aligned with these four key result areas.

2. Overview of Wesley Dalmar Out of Home Care

Wesley Dalmar is an Out Of Home Care Service accredited by the Office of Children’s Guardian and regulated by the OCG standards. Wesley Dalmar supports children and young people who enter care, supporting carers and birth families associated with the child and young person in care.

Permanency is a key driver for our work, as we seek to ensure that all children we care for are in the best possible placement to meet their needs and achieve their potential. Our work is underpinned by the legislated hierarchy of the Permanent Placement Principals.

Overview of role

The primary function of Carer Recruitment is to develop and facilitate awareness campaigns for the localised recruitment of foster carers to ensure that Wesley Dalmar carer recruitment and retention aligns with;

- legislated hierarchy of care models
- Children’s Guardian accreditation requirements
- Portfolio business planning and industry best practices
- Wesley Mission funding contracts

The Wesley Dalmar Out of Home Care team has key responsibilities;

- support children and young people in care
- support carers and maintain placements for children and young people in care
- promote and implement the most appropriate permanency care options.



3. Relationships

Reports to: Manager - Carer Recruitment

Works with: Centre Managers
Regional carer recruitment staff
Operations Managers
Principal Officer
Quality Risk and Support specialist
Other Carer Recruitment Managers

Direct reports: nil

4. Major role responsibilities

5.1. Our Clients

To promote the welfare and interests of children, young people in Out of Home Care and their families by:-

- Providing safe, stable and suitable placements for children and young people for whom foster care represents the most appropriate placement option for meeting their day to day care and support needs.
- Recruit, assess and train a range of suitable carers so they become integral members in the case work of young people in their care, developing and implementing the child or young person's case plan.
- Implement and manage effective placement management to ensure that the children, young people, foster carers and family receive integrated and coordinated quality support.
- To be aware of all requirements of authorised foster carers including the need for a safe and suitable care environment, so children are able to develop a sense of security within the placement.
- Coordinate the assessment of foster carers and facilitate the initial training processes.
- In consultation with Out of Home Care teams, discuss the matching of children with foster carers to determine appropriate placements.
- Execute and conduct comprehensive assessments and develop proficient professional reports.
- Coordinate and encourage the provision of ongoing training for carers
- Provide opportunities for all parties to be prepared for a placement and ensuring all relevant documentation is provided to all necessary stakeholders
- Ensure that all documentation is maintained in a professional manner according to Wesley Dalmar Out of Home Care procedures.



5.1.1 Performance Measures

- An increase in the number of newly authorised foster carers, achieving an overall increase in carer numbers of at least two newly authorised carers per OOHC program per month
- A diverse range of marketing tools are developed in collaboration with Wesley Mission marketing department, which promotes foster carer recruitment and which are in line with permanency support reforms and align with the goals of restoration, guardianship, adoption and long term care.
- Recruitment of carers is targeted to specific regional placement needs and children are able to be placed with carers appropriate to their permanency goal.
- All carer records are documented within our database systems.

5.2 Our People

- Provide the Case Management team with support so the Case Managers can meet the placement needs of children within the Out of Home Care programs.
- Maintain an understanding of Child Protection Principals, including the Code of Conduct and the Wesley Dalmar Foster Carer Statement of Responsibilities in order to ensure carers are aware of their requirements and are followed in order to ensure the best possible care for the child.
- To be aware of Office of Children's Guardian requirements so as to meet documentation standards and maintain documentation within the carer register.
- Facilitate and promote the effective recruitment of foster carers within the assigned Wesley Dalmar Out of Home Care program and ensure that the number of foster carers within the program is maintained at the agreed level.
- Complete Wesley Mission induction, orientation program and mandatory training, including identifying and responding to children at risk of significant harm
- Attend and participate in regular support meetings and team meetings
- Attend and participate in annual Employee Contribution & Development (ECD) process
- Commit to a continuing process of personal self-development, training and skills acquisition
- Work with leadership team to develop, implement, maintain and consistently review an evidence informed practice model
- Ensure all policies and procedures are understood and adhered to, seeking clarity with supervisor as required
- Be part of creating a team culture of support and respect
- Promote and ensure adherence to Wesley Mission brand

5.2.1 Performance Measures

- attendance at Wesley Thanksgiving Service and other Life of the Mission events
- completed induction, orientation and mandatory training including
- 100% engagement with new practices, policies and procedures
- balanced annual to personal leave



5.3 Our operations

- To maintain a contemporary understanding of the principles of Child Protection and work collaboratively with other government and non-government agencies to ensure the protection of all children and young people.
- To be aware of the need for confidentiality in all aspects of Out of Home Care work and ensure that confidentiality is respected at all times.
- To ensure that all documentation is maintained in a professional manner according to Wesley Mission Dalmar OOHOC procedures.
- communicate the Wesley Mission brand and key messaging strategy to stakeholders to build effective relationships, gain their support and ultimately create advocates.
- Attend interagency meetings as directed by Program Manager.
- Accept and perform other duties as determined by Program Manager.

5.3.1 Performance Measures

- regular reporting requirements are met
- 100% compliance with Wesley mandatory training requirements
- Knowledge of and compliance with role specific systems and policy/procedure knowledge.

5.4 Our financials

- Maintain Wesley Mission resources
- Ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

5.4.1 Performance Measures

- Wesley resources are well maintained
- evidence of proactive program planning and reduced over/underspend
- all reimbursements are entered by the close of each month they are accrued in
- program operations meet budgetary requirements.



Professional responsibilities

- Other activities to support the delivery of the Wesley Dalmar Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment
- All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- In relation to Wesley Mission attend worship services as encouraged by your supervisor
- Participate on a quarterly basis in Wesley Mission's Employee contribution and development process
- Take responsibility for personal career development and training
- Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Maintain confidentiality



5. Selection criteria

To be successful in this position, candidates must possess the following:

Essential criteria

- A Degree qualification (minimum Bachelor degree) from a recognised tertiary institution in
 - Social Work / Sociology or related discipline
- Understanding of the current child protection service system, policy and practice, and the needs of children in OOHC, including knowledge of:
 - Legislative requirements – Children and Young Persons (Care and Protection) Act 1998; Child Protection (Prohibited Employment) Act 1998; Ombudsman Act 1974 (Amendment); Commission for Children and Young People Act 1998; the Adoption of Children Act 2000 and other relevant legislation
 - UN Convention on the Rights of the Child
- Ability to develop professional partnerships.
- Demonstrated experience in developing marketing material.
- Demonstrated experience in facilitating awareness campaigns.
- Thorough knowledge of industry foster carer assessment and training packages (Step by Step, Shared Stories / Shared Lives, PPP).
- Ability and willingness to deliver industry training.
- Proven organisational skills and ability to multi task and prioritise workloads.
- Proven ability to meet deadlines and budget.
- Strong organisational processes and procedures.
- Ability to work as part of a team and a demonstrated ability to work independently.
- Demonstrated high level communication (written and oral), negotiation and advocacy skills.
- Sound record keeping, data collection and management, statistical analysis, report writing and computer skills including an ability to concisely and accurately record all key interactions.
- Current NSW Driver's Licence and a willingness to travel as required.
- Displays emotional maturity and resilience.
- Willingness to affirm Wesley Missions vision, mission and values.

Demonstrated behaviours

- willingness to affirm Wesley Mission's vision, mission and values
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- ability to relate well to a range of people with sound listening and problem-solving skills
- confident professional with strong initiative and business acumen
- displays emotional maturity and resilience.