

POSITION DESCRIPTION

Version: 1.0 Date: 12/2021

Position title	Kinship First Supports Practitioner
Position reports to	Team Leader Intake and Placement Support
Direct reports	nil
Mandatory qualifications	Tertiary qualifications in Social Work, Welfare Studies, Community Service or related discipline
Desired qualifications	
Mandatory experience	
Desired experience	
Classification	SW4
Mandatory compliance requirements <i>Mandatory requirements before employment and to be maintained during employment</i>	<ul style="list-style-type: none"> • An employee Victorian Working with Children Check. • A satisfactory National and International (if required) Police check. • Proof of right to work in Australia. • Signed Cafs Code of Conduct and Child Safe Code of Conduct. • <i>A current Victorian Drivers Licence (if required).</i> • <i>An Out of Home Care registration (if required).</i> • <i>Current registration with a relevant peak body (if required).</i> • <i>Current COVID Vaccination Certificate</i>

Our vision	Our mission
Wellbeing, safety and respect for all children and families.	To deliver quality services with positive outcomes for the communities we serve.
Our values	
<p>RESPECT - We treat all people, including ourselves, with dignity. We have genuine compassion for our colleagues and the individuals, families and communities we serve.</p> <p>INTEGRITY - We act ethically and do what is right – even if it's uncomfortable.</p> <p>COLLABORATION - We embrace collaboration. We celebrate inclusiveness and work together with the individuals and families we serve to make a difference in their lives.</p> <p>KINDNESS – We genuinely care about people and actively look for ways to offer a helping hand to those in need.</p> <p>INNOVATION - We encourage and explore different ways of working and fresh ideas to improve our practice and outcomes for those we serve.</p>	

A little bit about Cafs
<p>Cafs was established in Ballarat more than 155 years ago, operating an orphanage and later a children's home. Cafs acknowledges the role it played in being complicit in the stolen generation and we have joined the National Redress Scheme as a demonstration of our willingness to own up to historic sexual abuse. Today Cafs is a contemporary organisation with a Board of Governance overseeing our strategic direction. Cafs is proud of its independence, with no religious affiliations and a focus on serving vulnerable children, young people and families across the Central Highlands. Our head office remains in Ballarat with outlying offices in Ararat, Bacchus Marsh and the Hepburn/Daylesford area. Our services are aimed at providing</p>

early help and intervention, targeted support and ongoing assistance. Cafs is a value driven organisation, which means we use our values to hold ourselves to account in how we work together and how we serve our clients.

The program

Children who are unable to remain with their Birth Families and are entering Foster Care will be matched with a Carer who can best support their needs for wellbeing and stability. As part of this team, Children on reunification or interim statutory orders will be supported alongside their Foster Carers. Children who have been able to be placed with family or someone else in their network will have a placement assessment completed by First Supports who will also provide some ongoing oversight if needed. The Family House will sit alongside this team as time with family is essential as part of reunification.

Job purpose

First Supports Practitioners support new kinship care children and their kinship families by completing assessments on behalf of The Department (DFFH) and providing Family Services support; to assist kinship carers to navigate their role and manage issues, to support the safety, development and stability of the children in their care. Practitioners work along Child Protection for additional support to liaise, attend Care Team Meetings and support the immediate needs of children in their care.

Levels of authority

Decisions will be made in consultation with the Team Leader and/or Manager and significant decisions will require approval from the Manager. The extent of decision making will be as per the Cafs instrument of delegation, including financial, people and organisational decisions.

Inherent requirements of the role

- Work constructively with family networks to provide information and interventions that enable the family to self-manage and to develop their own family care team approach.
- Using the Best Interests framework, develop and assist in the implementation of case plans that ensure children's developmental needs are met, that promote children's long term stability, and that build on family and cultural connections.
- Develop genuine and respectful relationships with birth families and carers as part of a care team supporting the safety and stability of children and young people in care
- Maintain data using relevant systems that reflects direct service provided to eligible kinship families.
- Undertake Part B Assessments within required timeframes
- Using a range of family intervention strategies, ensure that families are assisted to meet, talk and develop their own plans and solutions to maintain placements. Family meetings should be a formal process.
- Understand the requirements of CIMS and Reportable Conduct schemes, and ensure that incidents are reported and managed in line with these schemes. Identify trends and opportunities for improvement
- Assist families to connect with mainstream generalist and targeted community services, particularly when there is a change in circumstances or emerging issues for either the carer/s or the child/young person
- Build capacity and skills in carers and families through education around child development where needed or required.
- Liaise with and maintain positive working relationships with other relevant non-government and government organisations, particularly with Child Protection
- Promote placement stability, address concerns and assist in the prevention of placement breakdown
- Strengthen reunification, where appropriate
- Participation in the Home Based Care after hours roster

Cafs core requirements and accountabilities

- Adhere and operate within Cafs policies and procedures, legislative requirements and relevant standards of professional practice at all times.

- Commitment and alignment to the Cafs values and the Cafs Code of Conduct.
- Commitment to genuine Inclusion and Diversity.
- Commitment to Child Safety and adherence to Cafs Child Safe Code of Conduct.
- Commitment to No to Violence.
- Commitment to contributing to a positive team and organisational culture.
- Commitment to individual and organisational health, safety and wellbeing.
- Commitment and contribution to quality programs including auditing processes.

Requisite Capabilities: Knowledge and Skills

Partnering and co-creation:

- Build effective partnerships with the client/customer/community throughout problem-solving process to gain critical insights and develop effective solutions

Critical Thinking and Problem Solving:

- Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions

Data Literacy:

- Utilise diverse data sources to improve the speed and quality of service delivery and decision-making processes

Influence and Persuasion:

- Adapt the content style and message or tone of communications to suit the audience to gain agreement to proposals and idea using an effective written and verbal communication skills

Interpersonal Skills:

- Recognise and regulate one's emotions; understands interests and emotions of others achieve best outcomes possible in an authentic manner

Stakeholder Management:

- Identify stakeholders impacted by decisions, takes steps to keep interested parties engaged while managing expectations on outcomes

Client/Customer Focus:

- Understand client/customer need, apply skills, knowledge and experience to deliver high impact services that address those needs

Requisite Capabilities: Personal attributes

Empathy & Cultural Awareness:

- Communicates well with, relates to and understands concerns from the perspective of people from a diverse range of cultures & backgrounds
- Pays attention to words, expressions and body language, shapes responses to individuals based on a range of information received

Initiative & Accountability

- Proactive and self-starting, seizing opportunities and acting on them
- Takes responsibility for own actions

Relationship building:

- Establish and maintain relationships with people at all levels
- Forges useful partnerships with people across business areas, functions and organisations
- Builds trust through consistent actions, values and communication

Teamwork

- Cooperates and works well with others in the pursuit of team goals
- Collaborates and shares information

- Shows consideration, concern and respect for others feelings and ideas
- Accommodates and works well with the different working styles of others

Creativity & innovation

- Draws on a range of information sources to identify new ways of doing things
- Generates new ideas and translates these into workplace improvements
- Actively influences events and promotes ideas
- Reflects on experience and is open to new ways to improve practice

Cafs Agreed Behaviours/Attributes

Respect – we strive to:

- Actively listen with an open heart and mind
- Empower people to have a voice and to be heard
- Have the courage to take a stand for human rights
- Speak positively to, and about, others
- Acknowledge and value peoples individuality, views and experiences
- Be non-judgmental and treat others equally without prejudice

Integrity – we strive to:

- Do what we say we will do
- Be honest and transparent with people and in all that we do
- Admit our mistakes, fix them, and learn from them
- Have genuine and authentic conversations
- Live the Cafs values when no-one else is watching
- Have a moral compass

Collaboration – we strive to:

- Work together to achieve common goals and better outcomes
- Actively seek and respond to feedback
- Empower individuals and families to be involved in decisions that impact them
- Encourage open and honest communication within and across Cafs teams
- Learn from each other’s experiences
- Engage views of individuals and services external to Cafs

Kindness – we strive to:

- Be present and mindful in our interactions with people
- Listen with compassion to understand
- Generously share our time, knowledge and skills
- Be friendly and approachable
- Check in on others
- Consider other people’s feelings and circumstances

Innovation – we strive to:

- Be curious and creative
- Use our collective knowledge and experience to create new ways of doing things
- Use cutting edge research to inform better and best practice
- Adapt our thinking and approaches for the best outcomes for our clients and communities
- Have the courage to make positive changes
- Consider all ideas and views – especially those different to our own