

Position Description

Position title	Carer Recruitment and Development Worker
Document ID	
Program/Unit	Permanency Support Program
Classification	SCHCADS Level 5 subject to relevant qualifications and experience
Position reports to	Carer Recruitment and Development Coordinator

Organisational context

On 1 July 1997, MacKillop Family Services was formed as a new organisation by re-founding seven agencies operated by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph of the Sacred Heart in Victoria. However, our legacy and inspiration is much older. From the 1850s, these three congregations, respectively founded by Catherine McAuley, Edmund Rice and Mary MacKillop, worked in Victoria to establish homes for children who were orphaned, destitute or neglected, and for families who were in need of care and support. Throughout the years, the original model of institutional care evolved into different forms of residential care, foster care, education, family support and disability services.

The purpose and character of MacKillop Family Services as a Catholic organisation, continues to draw from the lives, works and inspiration of the three founders who provide a living model for the way our staff and volunteers approach their work. Woven through this ethos is the acknowledgement and recognition of the inherent Aboriginal spirituality of this country and respect for the cultures that have lived here for thousands of generations.

Today, we continue this work within the framework of Catholic social teaching and in the spirit of the Gospel - one of radical inclusion, restoration and accompaniment. MacKillop Family Services is now a national organisation and a leading provider of services for children, young people and families across Victoria, New South Wales, ACT, Western Australia and to other organisations in every state and beyond. We offer services and programs in family support, foster care, residential care, disability services, youth support, education and training, parenting, family therapy, mental health, family violence, early childhood, and support to women and men who, as children, were in the care of our founding agencies.

At MacKillop we pay respect to all Aboriginal and Torres Strait Islander peoples and their Elders – past, present and emerging – and acknowledge the importance of their stories, history and wisdom. They hold the memories, traditions, cultures, hopes and aspirations of all Aboriginal and Torres Strait Islander peoples. We are strongly committed to the ongoing work of Aboriginal self-determination, reconciliation, and cultural safety for our Aboriginal and Torres Strait Islander clients, staff and stakeholders.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2020/21 financial year of over \$150 million.

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.

NSW Services

MacKillop's NSW Services Division consist of the following programs: Northern NSW, Metro Sydney, Illawarra Shoalhaven, Southern NSW, MacKillop Rural Community Services (Dubbo) and Northern NSW.

Northern NSW provides foster care, residential care and case management services. The program is based in Grafton and operates across the Department of Family and Community Services (FACS) Northern NSW District. Services are funded through the FACS OOHHC program.

Metro Sydney provides foster care , Functional Family Therapy – Child Welfare, Specialist Homelessness Services, Homelessness Youth Assistance Program, early intervention and case management services. The program is based in Blacktown and operates across the FACS Western Sydney and Nepean Blue Mountains Districts. Services are funded through the FACS OOHHC program, Specialist Homelessness Services, HYAP and Targeted Early Intervention program funding streams.

Illawarra Shoalhaven provides foster care, residential care and Functional Family Therapy – Child Welfare. Offices are located in Wollongong and Nowra. The program operates across the FACS Illawarra Shoalhaven District. Services are funded through the FACS OOHHC program and the Their Future Matter reform.

Southern NSW provides foster care and a Family Referral Service. Offices are located in Batemans Bay and Bega, with outreach in Cooma. The program operates across the FACS Southern NSW District. Services are funded through the FACS OOHHC program and the Ministry of Health (Kids and Families).

MRCS has three main service streams, child and family services, youth services and disability services. Services are based in Balranald, Bourke, Brewarrina, Cobar, Coonabarabran, Coonamble, Gulargambone, Lightning Ridge, Nyngan, Walgett and Warren with the headquarters based in Dubbo.

Position purpose

The Carer Recruitment and Development Worker and Administrative Officer is responsible for the delivery of high quality carer recruitment, training, assessment, development and support services within a trauma informed practice framework. The position is a member of the Foster and Kinship Care Team and the NSW Carer Recruitment and Development Team

Primary objectives

- Conduct and develop effective processes in the recruitment, assessment and retention of foster carers and kinship carers; and
- Develop and implement training to support the development of Foster and kinship carers; and
- Develop and support carers to provide a nurturing, therapeutic environment that promotes the physical and emotional safety of children and young people.

Key result areas and responsibilities

The Carer Recruitment and Development Worker and Administrative Officer will:

- As a member of the NSW Carer Recruitment and Development Team, contribute to the development and implementation of carer recruitment, assessment, retention and support strategies;
- Work collaboratively with MacKillop's community relations unit and within the NSW Carer Recruitment and Development Team on carer recruitment campaigns;
- Promote foster care and the benefits of being a MacKillop carer in a range of environments including community meetings, schools, parishes, forums, expos, shopping centres and in the community generally;
- With the Local Leadership Team, plan, coordinate and deliver training, development and support programs for authorised MacKillop carers and prospective carers including Shared Stories, Shared Lives, trauma informed care, the Sanctuary model, group work and reflective practice sessions;
- Assist with the assessment of prospective carers using the competency-based assessment tool, Step by Step.;
- Assist with the development and presentation of carer assessments and carer review reports to MacKillop's carer authorisation panel.;
- Ensure carer files and carer information on MacKillop's Carer Management System and the NSW Carers Register is up-to-date, accurate and complete;
- Complete and contribute to the administration of LACES, MRDS, RMS and DoCS Connect;
- Contribute to improving the quality of MacKillop's carer recruitment, retention, development and support services by preparing regular reports for the Local Leadership Team including performance against target, carer pipeline, carer retention and emerging issues and/or trends;
- Ensure that services reflect MacKillop's values, policies and practice frameworks, and comply with the NSW out of home care standards and FACS service provision guidelines;
- Maintain linkages with relevant organisations and participate in service networks and inter-agencies as required;
- Comply with MacKillop's Work Health and Safety policy and procedures;
- Ensure that children and young people's wellbeing is actively safeguarded and that concerns are reported immediately;

- Identify practice improvements that contribute to better outcomes for children, young people, carers and families;
- Remain informed of policy and practice developments in carer recruitment and retention, trauma-informed out of home care and related areas;
- Provide assistance with the implementation of MacKillop's carer recruitment and retention processes including initial enquiries, information exchange, carer training and assessment, probity and compliance checks, carer authorisation and review, and carer support;
- Participate constructively in learning and development opportunities, supervision and performance appraisals;
- Be available to work flexible hours including evenings and weekends;
- Be available to undertake higher duties and/or secondment as required;
- Undertake other duties as required

Key selection criteria

The incumbent will have:

- A tertiary qualification in social work, community services, public relations, marketing or relevant field;
- 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
- Demonstrated skills and experience in carer recruitment, assessment, training, development and support; and/or experience in marketing, publicity or public relations
- Demonstrated ability to build relationships, engage with people from diverse backgrounds and work in partnership;
- Demonstrated group work skills and the ability to deliver training packages e.g. Shared Stories, Shared Lives;
- Demonstrated carer assessment skills and experience using competency-based assessment tool e.g. Step by Step;
- Demonstrated ability to work as part of a team of multi-disciplinary professional staff;
- High level of initiative; ability to plan, organise and prioritise work; develop and maintain work flow systems; and work to tight deadlines under pressure;
- Strong interpersonal skills, written and verbal communication skills;
- Understanding of out-of-home-care policy, standards and quality frameworks;
- Minimum of three years working in an administration support role
- A strong commitment to the purpose and values of MacKillop Family Services, the Sanctuary model and the Sanctuary commitments;

- Competence in Microsoft Office including Outlook, Word, Excel, PowerPoint.

DESIRABLE CRITERIA

- Certificate IV in Training and Assessment
- Trained in 'Shared Stories, Shared Lives'
- Trained in 'Step by Step'

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 New South Wales Driver's Licence.
- Valid and current New South Wales Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.
- Valid and current NDIS Workers Screening Check or can provide proof of application up to 31 July 2021.

Approval

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Approver's full name:	Jude Ekerick	Date:	June 2020
Approver's position title:	State Director, NSW Services		
Incumbent's full name:			
Incumbent's signature:		Date:	



MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our

deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.