

Position Description

Position	Carer Support Officer
Position Location:	This position is based in Darwin but may require travel within the Northern Territory.
Terms of Employment:	Full Time (37.5 hours per week) on a permanent basis. A 12 month probationary period applies to this position.
Salary	Skills level: Level 4 - 5 SCHADS award, dependant on experience 5 weeks' annual leave. Generous salary sacrifice benefits are available under FKCANT's PBI charity status.
Reports to:	Team Leader
Special Measures:	Aboriginal and Torres Strait Islander people are encouraged to apply

Organisation

Foster and Kinship Carers Association NT (FKCANT) is an independent community based incorporated body that empowers fosters and kinship carers through knowledge, support and advocacy.

As the peak body for all foster and kinship carers, the core business of FKCANT is to represent and advocate for the best interests of foster and kinship carers, both current and potential, ensuring policy and practice implemented by Territory Families is appropriate and fair and equitable for all foster and kinship carers, their families and the children in their care.

FKCANT plays a pivotal role in providing advice and support for carers navigating often complex and difficult interactions with Territory Families to have issues and concerns addressed in a timely and appropriate manner.

FKCANT is funded by Territory Families to provide carer recruitment, support and systemic and individual advocacy services to all carers regardless of background, culture, religion, gender, relationship status within the Northern Territory.

Position Summary

Our Organisation is expanding and we are looking for someone to be part of our dynamic team working towards FKCANT's vision to empower carers through knowledge, support and advocacy.

The Carer Support Officer will be responsible for continuing to build and expand the Association's community profile, liaise with our members and connect carers with support services in the child protection out of home care sector and wider community. They will also be responsible to map and undertake projects to review and develop new support services.

There will be opportunities to broaden the scope of the Association by working closely with the team to develop new projects that meet the strategic goals of the agency and add greater value for our foster and kinship carers.

Key Duties and Responsibilities

- Proactively engage with foster and kin carers and provide effective case management services.
- Engage in recruitment activities for new foster and kinship carers.
- Plan, attend and facilitate relevant care team meetings representing carers with government and non-government agencies to ensure positive outcomes for carers and families.
- Deliver a professional level of case work and management of support services while working within a statutory welfare service.
- Ensure bi-monthly contact with carers either face to face, via telephone or video link to carers to enable them to feel capable and supported in their role.
- Contribute to the development of an annual calendar of training and events for Foster and Kinship Carers.
- Develop and sustain relationships with external service providers and identify opportunities for mutually beneficial partnerships that progress FKCANT toward its strategic objectives.
- Represent FKCANT at various sector, government and professional events, networking opportunities and to the Association's members.
- Coordinate and facilitate peer support networks to engage the carer community.
- Ensure the capture and management of case notes and data is accurate and recorded in a timely manner in the provided CRM.
- Other duties consistent with the position where required and/or requested by management from time to time.

Selection Criteria

Experience – Skills and Knowledge

- Demonstrated ability to interpret and apply policy and legislation within a professional and therapeutic framework and setting.
- Well-developed communication verbal and written skills, with a demonstrated capacity to deliver high quality written documentation with attention to detail and consideration of confidentiality and privacy requirements.
- Ability to develop and maintain strong, working relationships with key stakeholders, including carers, government, non-government and the corporate sector.

- Demonstrated understanding of the challenges and experiences of people from diverse backgrounds including culturally and linguistically diverse, Aboriginal and Torres Strait Islanders.
- Excellent organisational and time management skills with the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
- Ability to work independently whilst proactively contributing to a positive and supportive work culture.
- Broad knowledge of the range of support services available to assist families.

Qualifications

Relevant qualifications and/or experience in case management and capacity building within a relevant area of community, health or human services sector is essential.

1. NT driver's licence
2. Working with Children's Card (Ochre Card) or the ability to obtain is mandatory for this role

Further information

In accordance with direction of the Northern Territory Chief Health Officer, all FKCANT staff are required to have, and maintain, their COVID-19 vaccination status with an approved COVID-19 vaccine. This is a requirement of ongoing employment.

Application

Applicants are required to submit a cover letter addressing the selection criteria including a copy of their current curriculum vitae and two referees.

All applications are to be forwarded to the CEO, Cheryl Schmidt, via email to manager@fkca.org.au by **COB 31 August 2022**