



**Anglicare**  
Central Queensland

## Foster Care

<b>Position</b>	<b>Foster and Kinship Care Coordinator</b>
<b>Employment</b>	Full-time with contract term
<b>Reports to</b>	Foster Care Manager
<b>Location</b>	Central Queensland
<b>Classification</b>	Level 6, Social, Community, Home Care, and Disability Services Industry Award (SCHDSI) 2010

## Purpose

The purpose of this position is to manage the Foster, Kinship, and Intensive Care Programs. Our coordinator will provide leadership and direction for strong service delivery.

## Our Team

Anglicare Central Queensland (AnglicareCQ) is a not-for-profit, purpose-driven organisation. We take pride in the quality of our team and are committed to their development. We foster a dynamic and people-centred work culture dedicated to fulfilling our Vision and ensuring we place our participants at the front and centre of everything we do.

Anglicare Central Queensland is committed to promoting the safety, wellbeing, and best interests of children in our services. We will ensure that people working with children in our organisation meet the suitability screening requirements, qualifications and reflect child safety and wellbeing values in practice.

## Responsibilities

### Delivering Services

- Lead a team of staff, ensuring that all program functions are undertaken at a high standard, including carer recruitment, assessment, support, and monitoring.
- Ensure children's placements are of a high quality and all licensing requirements and standards of care are met.
- Contribute to the provision of on-call support to carers via a rotational on-call roster.
- Build and maintain close liaison with stakeholders to sustain effective and collaborative working relationships.



Respect



Integrity



Justice



Compassion



Shared Purpose

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- Advise and guide program staff to gain and maintain a sound understanding of children and young people's needs based on understanding trauma, grief and loss, attachment, and child development.
- Advise and guide program staff to gain and maintain a sound understanding of scope and required outcomes for each service agreement.
- Contribute to the development of an integrated organisational approach to service delivery.
- Assist the team in the development and implementation of activities and events to profile the portfolio and role of carers in the community.
- Optimise staff requirements in line with program budgets.
- Manage work scheduling, rostering, and program resource allocation utilising cost effective means.
- Maintain program statistics, prepare reports, and ensure program finances are managed efficiently.
- Ensure all contractual requirements are met.
- Perform all duties to a high standard reflecting policy, procedure, privacy, confidentiality, and practice standards.
- Maintain current knowledge of relevant legislation, issues, and standards.
- Maintain participants' records to a high standard, compliant with statutory obligations and AnglicareCQ's policies.

### Professional development

The successful applicant is expected to attend and take part in training as required to maintain their professional development and to participate regularly in supervision with their line manager.

### Organisational development

- Contribute to continuous improvement and learning.
- Contribute to a supportive work environment.
- Demonstrate a high regard for workplace health and safety.
- Accurately record and report incidents and risks.

### Key indicators of success

- 100% compliance of service agreement expectations and requirements as measured through but not limited to p21 reporting, HSQF audits.
- 100% staff supervision completed (minimum bi-monthly).
- 100% of all monthly, quarterly reporting completed within time frame provided.

## Selection

Mandatory qualification/s and experience:



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- A bachelor's degree in social work, human services or behavioural science, or psychology (or related discipline) and 3 years' experience leading a team in a similar role.

#### Selection criteria:

1. Demonstrated experience at a leadership level in child protection services.
2. Contemporary knowledge of principles, practices, theory, and philosophies that underpin service delivery in Child Protection services, particularly out of home care.
3. Ability to assist staff to provide quality service delivery when working with children and young people who have experience harm.
4. Effective written and verbal communication skills with the ability to build and maintain effective internal/external relationships and share specialist skills.
5. A high degree of drive, motivation and intuitive with the capacity to think strategically and deal with multiple and often conflicting priorities.
6. The ability to build and lead a cohesive team to develop the program in line with the organisations vision and strategic direction.
7. Strong financial capability, including a commitment to producing consistently good financial results within the framework of the program.

#### Other Requirements

- Proof of current eligibility to work in Australia (visa holders).
- Positive employment suitability checks prior to commencement as required (and ongoing):
  - A current Blue Card (Working with Children);
  - A current Yellow Card (Disability Services Positive Notice or Exemption Notice); and
  - Child Safety and Personal History Checks LCS
- Current Queensland Open Driver's licence or licence recognised by Australian laws.
- Mobile phone with the ability to download and use security apps for multi-factor authentication.
- Travel may be required.
- Successful completion of a six (6) month minimum employment period (probation).



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