



# Australian Childhood Foundation

## POSITION DESCRIPTION

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| Position:             | Quality and Compliance Coordinator Out of Home Care  |
| Organisation:         | Australian Childhood Foundation  |
| Location:             | Burswood WA  |
| Term / Hours of Work: | Permanent, Part Time 0.6 FTE<br>(with possible after-Hours in accordance with program needs) |
| Direct reports:       | None   |
| Accountability:       | Senior Manager, Out of Home Care, or delegate  |

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### Introduction

Australian Childhood Foundation plays a pivotal role in the WA Government's transformative reforms within the Out-of-Home Care (OOHC) sector, with a primary focus on improving outcomes for children and young people in care, with a strong emphasis on Aboriginal children and cultural safety. This reform aims to create a more culturally sensitive and responsive OOHC system, emphasising key priorities such as stability for children in care, greater involvements of Aboriginal Community Controlled Organisations (ACCOs), early reunification, family and community connection, planned transitions for young people leaving care and a flexible, needs-driven service system.

Australian Childhood Foundation has been awarded a contract to deliver community foster care services in the Perth metropolitan area. These reforms mark a crucial step towards improving outcomes for children and young people in care, respecting their unique needs and cultural identities. The Foundation is dedicated to being a part of this vital reform. We will work closely with Karla Kuliny Aboriginal Corporation in delivering culturally strong and trauma-transformative therapeutic services for children.

The aim of the program is to deliver an effective therapeutic service which offers evidence-based interventions that promote safety, empowerment and healing for children and young people affected by abuse, trauma, and family violence.

The position operates in accordance with:

- Children and Community Services Act 2004
- WA Reportable Conduct Scheme
- Community Foster Care contract requirements
- Australian Childhood Foundation's policies, procedures, and practice frameworks

### 1. KEY FUNCTIONS OF THE POSITION

The Program Compliance Coordinator ensures that the Community Foster Care program operates in compliance with legislative, contractual, and organisational requirements, while supporting high-quality care outcomes for children and young people.

The role has a primary focus on compliance, quality, and record management, but may also assist in operational processes relating to carers, including recruitment support, onboarding, and collaboration with carers and their adult household members to maintain continuity of service delivery. The role operates as an individual contributor, reporting to the Senior Manager.

### **1.1 Compliance and Quality Assurance**

- Ensure compliance with all legislative, contractual, and policy requirements relevant to Community Foster Care.
- Monitor and review carer and child records on relevant client management systems to ensure accuracy, completeness, and compliance.
- Support audits, internal reviews, and continuous improvement initiatives.
- Identify compliance risks and contribute to solutions.

### **1.2 Carer Systems and Compliance**

- Assist in maintaining carer records, including accreditation, training, suitability, and relevant safety checks.
- May support operational processes relating to carers, including enquiries, documentation, and onboarding, as required to ensure service continuity.
- May support in reviews or assessments of carers in line with organisational and legislative requirements.
- Provide guidance and support to carers in line with organisational policies, escalating complex issues as needed.

### **1.3 Safeguarding, Incidents and Investigations**

- Coordinate and contribute to investigation processes relating to child safety or carer concerns, including reportable conduct investigations under the WA Reportable Conduct Scheme.
- Ensure incidents and concerns are appropriately documented and escalated.
- Contribute to the development and implementation of safeguarding processes, guidelines, and quality assurance mechanisms.

### **1.4 Policy, Procedures and Practice Guidance**

- Contribute to the development, implementation, and review of policies and procedures relating to carer compliance, safeguarding, and program quality.
- Support staff understanding and application of policies, procedures, and legislative requirements.
- Provide input into continuous improvement and operational guidance for the OOHC program.

### **1.5 Data Management and Reporting**

- Maintain accurate and secure records in organisational databases.
- Support program reporting requirements, including contract deliverables and compliance outcomes.
- Assist with reporting and monitoring requirements for carers, children, and program compliance.

### **1.6 Stakeholder Engagement**

- Collaborate effectively with internal teams, carers, families, and external stakeholders to support safe and high-quality care.
- Maintain professional relationships with carers, offering guidance in line with organisational policies and practices.
- Support community engagement initiatives in line with organisational priorities.

### **1.7 Other Duties**

- Participate in supervision, team meetings, professional development, and sector learning opportunities.
- Perform other administrative or program-related duties as required by the CEO, Senior Manager or Team Leader.

- Uphold the organisation's Code of Conduct and ethical standards.

## **2. MANDATORY QUALIFICATIONS, EXPERIENCE AND QUALITIES**

- Relevant qualification and/or experience in social work, community services, compliance, or a related field.
- Knowledge of Out-of-Home Care systems and WA legislation.
- Strong organisational, analytical, and problem-solving skills.
- Experience with compliance, investigations, risk management, and quality systems.
- High-level interpersonal and communication skills.
- Current Working with Children Check, National Police Clearance, and driver's licence.
- Ability to maintain confidentiality and professional ethics at all times.

## **3. PREFERRED SKILLS AND ATTRIBUTES**

- Experience supporting or delivering child protection and out-of-home care services in Western Australia, including familiarity with statutory requirements, compliance obligations, and child safeguarding processes
- Understanding of trauma-informed and culturally safe care practice.
- Ability to assist with operational tasks in a flexible and supportive manner, without compromising compliance priorities.

## **4. CODES OF PROFESSIONAL CONDUCT**

The Program Compliance Officer must, at all times:

- Observe the Code of Practice of the Australian Association of Social Workers, the Australian Psychological Society or relevant professional body.
- Abide by the policies of the Australian Childhood Foundation.

## **5. SAFEGUARDING CHILDREN POLICY**

The Australian Childhood Foundation is an accredited Safeguarding Children Organisation. Successful applicants are required to comply with the Foundation's child protection policies and Code of Conduct at all times.

The Foundation's staff will not directly or indirectly cause children and young people to be abused, harmed or suffer any form of exploitation at all times. It is also a requirement that staff will not access or cause others to access, view or always download any form of child pornography.

Actions and behaviour by any staff member in breach of this policy and related procedures will be treated as a serious matter and may result in disciplinary action up to and including termination of employment.

## **6. SALARY PACKAGE**

The salary package is based on the terms and conditions of a Social and Community Services Employee Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010.

The gross salary range for this position is between \$100,793.11 and \$105,349.84 (full-time rate) exclusive of employer statutory superannuation contribution. The salary is determined based on the employee's experience and qualifications.

The successful employee can salary package a portion of their salary according to the limit set by the Australian Taxation Office regarding FBT liability for not-for-profit organisations.

## **ORGANISATION DESCRIPTION**

Australian Childhood Foundation was formed as the Victorian Society for the Prevention of child Abuse and neglect (VICSPCAN) in 1986 with its primary aim to advocate on behalf of children who have suffered abuse and neglect. It is a non-profit, non-government organisation that has made substantial achievements in the prevention of child abuse through education, advocacy, research and

specialised therapeutic services to abused children and their non-offending family members. All positions are subject to a criminal records check. Australian Childhood Foundation is committed to E.E.O principles and a smoke-free workplace.