

## Position details

Position	Subcontractor: Independent Foster & Kinship Carer Assessor
Hours	Casual
Hours per week	Varies
Duration	Ongoing - 3 month probation followed by a 12 month contract
Location	Gympie, Maryborough, Sunshine Coast
Reporting Relationship	This position reports directly to the Co-Founder's
Effective date	February 2026

## About Collective Caring

Collective Caring provides the spectrum of out of home care services including initial training, foster and kinship care assessments, ongoing learning and development and support in the specialised role of caring for children who are healing from trauma.

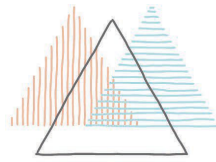
Collective Caring commenced as an organisation in 2021 with Co-Founders Hayley Toon & Kat Baulch recognising the need for an organisation to provide a collective response to those in the out of home care sector.

With our combined professional perspectives, experience in a myriad of community and government settings, Collective Caring has developed values that demonstrate our beliefs, attitudes and practice with Foster and Kinship Carers, children, families and Staff:

- We have a collective responsibility to acknowledge, support and walk alongside our First Nation families.
- We have a collective responsibility to support all families providing an accessible service that is respectful, inclusive and understanding.
- We have a collective responsibility to be respectful, responsible and have difficult conversations when needed whilst keeping in mind the person at the centre.
- We have a collective responsibility for ensuring emerging and best practice with professionals who work in the out of home care system.
- We have a collective responsibility to create foundations for healing and to change the ending for children and families towards a better future.

## About the role

A fantastic opportunity exists for a Carer Assessor to join Collective Caring as a subcontractor.



You will be responsible for the assessment of Foster & Kinship Carers in Queensland and travel to regional areas may be involved. Your role will be instrumental in the assessment and recommendations of support for prospective and existing carers providing a safe and nurturing environment that promotes the physical and emotional safety of children and young people. There will also be an expectation to contribute to the training of prospective foster carers, but this is not the focus of the role.

You will have the ability to build relationships, engage with people from diverse backgrounds and work in partnership to undertake rigorous assessments of foster and kinship carers.

This role requires high level written and verbal communication skills, conflict management and negotiation skills, and a solid understanding of the Child Protection Act and relevant legislation and requirements in Queensland.

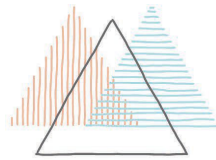
## Position Objectives

- To conduct foster and kinship carer initial and renewal of approval assessments using appropriate assessment tools
- To assess the suitability of prospective carers/volunteers for accreditation
- To provide high quality written assessment reports and present these at the accreditation panel
- To assist in the provision of pre and post accreditation training to foster & kinship carers
- To develop specific strategies for the support of carers/volunteers to care for children and young people who have high needs as well as those who require foster care placement with their siblings
- To be available to work weekends or evenings.

## Key responsibilities

The key responsibilities are as follows but are not limited to:

1.	Conduct or support in Foster/Kinship carer assessments using appropriate assessment tools and templates
2.	Complete all relevant paperwork associated with the assessment and accreditation of foster carer applicants.
3.	Writing assessment reports
4.	When required attend Accreditation Panel meetings to present applications



5.	Participate in the training of foster and kinship carers
6.	Report to the Co-founders in relation to the progress of assessments and any issues/ concerns raised during the course of assessment or other interactions throughout the assessment process.

## Key Selection Criteria

- Relevant tertiary qualifications in social work, welfare, psychology or related disciplines with at least 5 years experience within the field.
- Proven prior experience of producing high quality assessment reports in the out of home care sector (or similar) including strong report writing skills (both quality and efficiency).
- A sound understanding of the various child protection legislation and standards, best practice and current research regarding trauma informed assessments.
- Understanding of therapeutic and trauma informed practices to manage children's behaviour.
- Strong assessment skills (critical thinking, gathering / analysing / synthesising information)
- Strong face-to-face interviewing skills including working with resistance and eliciting information thoroughly and efficiently
- Excellent communication skills including written, verbal and IT and an ability to engage with a wide range of people, including caregivers, professional staff, media outlets and community organisations.
- High standard of Written/Computer/Word Processing skills
- Exceptional organisational and time management skills and capacity to work independently and cooperatively within a team structure.

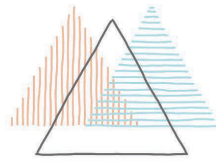
## Occupational health & safety (OHS)

Collective Caring is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Collective Caring will apply best practice in OHS in accordance with statutory obligations at all times.

All Collective Caring employees, contractors and volunteers are required to:

- Take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures.
- Take reasonable care their actions or omissions do not adversely affect the



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health and safety of themselves and others.

- Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace and carer households, as required by Collective Caring, fostering agencies or the Department of Children, Youth Justice and Multi-Cultural affairs.
- Report all injuries, illness or 'near misses' to the Co-Directors.

## Cultural Appropriate Workplace

Collective Caring recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Collective Caring can provide for and engage with Indigenous clients and communities more effectively. Collective Caring acknowledges that within Australia, sovereignty was never seeded.

## Conditions of employment

All offers of employment at Collective Caring are subject to a three-month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.

All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

All assessors are required to provide proof of the following:

- Current Blue Card (or similar) and completion of [LCS Form](#)
- Tertiary qualifications
- Independent Public liability insurance
- Independent Professional indemnity insurance
- Drivers license
- ABN.

## Contact Details

Hello@CollectiveCaring.com.au