

# POSITION DESCRIPTION

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| <b>Position Title:</b>   | <b>Case Worker (Foster Care), Tufnell Residential &amp; Community Care Services (TRACC)</b> |
| <b>Department/Location:</b>  | Roma for SW Queensland  |
| <b>Employment Status</b><br>(Full-time/part-time/casual/fixed term): | SACS level 5.3 (19 hrs per week).<br>Above award salary packaging available.                |
| <b>Reports To:</b>   | Co-ordinator TRACC, Roma & Manager Roma Office  |
| <b>Direct Reports:</b>   | Co-ordinator, TRACC   |
| <b>Key Relationships/Interactions:</b>                               | <b>Internal:</b> Interacts with other Spiritus Social Services providers.                   |
|  | <b>External:</b> Department of Child Safety   |

## About Spiritus:

### Our Vision

To create a more caring, just and inclusive society consistent with the teachings of Christ.

### Our Mission

As a caring ministry of the Anglican Church we will:

- enrich people's lives through compassionate service and advocacy for social justice in partnership with communities and parishes;
- respond with innovation and courage to the needs of our community, especially those most at risk; and
- demonstrate a passionate and determined commitment to excel as leaders in quality caring service.

### Our Values

Dignity: We accept, value, encourage and empower others to pursue their personal goals

Respect: We exhibit profound respect, integrity and humility in all our relationships

Care: We demonstrate thoughtful stewardship and take personal responsibility in all we do

Joy: We actively embrace opportunities to share, and experience, hope and happiness

### Our Environment

Spiritus is an Anglican not-for-profit organisation providing caring and supportive services in partnership with government and other support organisations, to respond to identified needs in our community.

Spiritus is committed to enacting a Christian response to social and community welfare issues and aged and community care needs, particularly with respect to disadvantaged members of the community. Whilst serving the community as a whole we value and respect the needs, rights and personal choices of the individual.

Spiritus is the name for all services operating within the Anglican Community Services which was formed by the combination of St Luke's Nursing Service, Anglican Care of the Aged and Anglicare Southern Queensland.

The Anglican Community Services Commission (ACSC) operates under a Diocesan Governance Canon defining its role in terms of Corporate Governance, Strategic Direction of the organisation and the regulation of Management, and reports to the Archbishop in council. The Canon authorises the ACSC to operate in the areas of community welfare, social justice, health, aged and community care.

All Spiritus services are enhanced and supported by a centralised Shared Services structure.

## **Position Statement / Overall Purpose:**

The Foster Care Program is part of the wider TRACC program. The program has been funded by the Department of Child Safety to provide placements for children and young people. Carers in this program receive training to further their knowledge and develop skills in providing specialist care.

The Case Worker, will be a member of a Shared Family Care Program for TRACC South West Queensland. Shared Family Care Staff work as part of the TRACC Team which covers the Roma Child Safety Service Centre of Department of Child Safety. TRACC staff work from the Roma Spiritus Social Services Centre and provide a 24 hour on-call service to Foster Carers in the region. The Case Worker, Foster Care is responsible for recruiting, training and supporting Foster Carers who care for children with a range of challenging behaviours.

Carers in the program are provided with a high level of support with fortnightly to monthly home visits and regular telephone contact.

The Case Worker (Foster Care) works in accordance with the values of Spiritus and will support core business by providing guidance and advice within this positions specialty area.

### **Organisational Environment**

Spiritus Social Services Roma Office is the care organisation of Spiritus Care Services and a member of Anglicare Australia.

Spiritus Social Services Roma operates from the Spiritus Centre (formally Anglicare). The Case Worker (Foster Care) will share an office at the Spiritus Social Services Office in Roma. Administrative support will be provided and the use of facilities such as meeting rooms and staff amenities in the Centre.

## **Education, Skills and Experience:**

### **Educational Qualifications:**

- Desired: a degree in Social Work, Community Welfare, Psychology or a relevant Behavioural Science is preferred, however, applicants with extensive experience in providing support for families offering care to children will also be considered.

### **Skills:**

- Excellent verbal and written communication skills, including the ability to produce high quality written reports.
- Skills in group facilitation, negotiation, conflict resolution, strategic planning and project evaluation.
- Ability to support people to acquire skills and knowledge.
- Ability to develop and conduct training programs.
- Experience in working with children, young people and adults.
- Ability to prioritise competing demands and manage time effectively.
- Ability to work independently, and as part of a team, to achieve project objectives.
- Ability to maintain and develop a working relationship with the Department of Child Safety.
- Ability to develop networks with other programs in order to improve the planning and provision of services to families.
- Demonstrated organisational and administration skills. Computer skills are required.
- Drivers licence is essential.

**Knowledge:**

- A sound knowledge of the development of children and young people, the effects of harm and risk of harm, and the implications for foster care placements.
- A good understanding of the child-management and parenting issues facing Foster Carers and the ability to provide appropriate parenting support.
- A sound knowledge of the current issues in alternative care and intervention support programs, child protection reform and the wider welfare environment.
- A sound knowledge or ability to acquire knowledge of Strength Based Practices.

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| <b>Key Selection Criteria:</b> (includes education, experience, skills and knowledge required) |
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- KSC 1** Sound knowledge of Out of Home Care including issues relating to family of origin and the reasons care is required.
- KSC 2** Commitment to empowerment in personal relationships, respect for confidentiality and the ability to relate to others with respect and dignity.
- KSC 3** Sound knowledge of the development of children and young people, and of the effects of harm and risk of harm.
- KSC 4** Demonstrated well developed interpersonal and communication skills appropriate to individuals and groups and applicable to all sectors of the community and all levels of government and non-government organisations.
- KSC 5** Knowledge of contemporary human resource management requirements and practices, including workplace health and safety, equal employment opportunity and anti-discrimination policies.
- KSC 6** Willingness to work within the ethos of Spiritus.

**\*\*\*IMPORTANCE NOTICE TO ALL APPLICANTS\*\*\***

A pre-employment check for criminal convictions is Spiritus Policy.

Prior to any person being offered employment with Spiritus Care Services, a check for criminal convictions will be undertaken.

The names of all applicants recommended for appointment will be submitted to the Queensland Police Department's Criminal Records Unit for advice of any convictions for abuse against children at any time.

In other instances, and depending on the position being recruited, convictions for offences which have occurred in the past five years will also be checked, including:

Dishonesty, Violence, Sexual Offences, Drugs, Traffic Offences, Drink Driving,  
or others deemed to be appropriate for the position.

A positive record check will not necessarily exclude a person from employment, however a further interview may be required to determine the impact a positive result will have on a possible offer of employment with Spiritus.

This position, **Case Worker (Foster Care)** will be checked for the following offences:

- Dishonesty
- Violence
- Sexual Offences
- Drugs
- Traffic Offences
- Drink Driving
- Abuse Against Children

At the time of the interview applicants will be asked by the conveyer of the selection committees to complete and sign an authority to undertake the criminal; selections check. The information provided will not be made available to other selection committee members.

The authority will be held in a sealed envelope and will only be used if the individual concerned is recommended for appointment by the selection committee. Once an appointment has been made to the position the remaining authorities provided by other interviewees will be destroyed.

Any person who declines to undertake the criminal records check will be deemed to have withdrawn their application for the position.

All information provided with application for employment is regarded as strictly confidential.

## Ethos of Spiritus-Roma

The synod of the Diocese of Brisbane is the legal entity for Spiritus and Spiritus is the care organisation of the Anglican Diocese of Brisbane and a member of Anglicare Australia.

It seeks to provide quality care to people in need and to work for social justice within communities. It expects that staff will relate to all people with respect and dignity and observe strict confidentiality about clients at all times. It promotes the empowerment of people and communities.

A manual of procedures and policies is provided to ensure compliance with Workplace Health and Safety, Risk Management and the protection of staff and volunteers.

Spiritus participates with other church and community organisations in planning and providing services. Services are provided to all people in need without discrimination. Confidentiality about client's affairs is expected at all times.

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| <b>Key Position Responsibilities:</b> |
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The Case Worker (Foster Care) role will include the following:

- Recruit, train, assess, support and supervise Foster Carers.
- Attend placement and end-of-placement meetings.
- Attend Care Plan meetings.
- Conduct Foster Carer re-approvals.
- Provide or source on-going training for Foster Carers.
- Provide a 24 hour on-call service to all Foster Carers on a rostered schedule.
- Maintain accurate data on children in care.
- Provide monthly statistics to the Office of Child Protection.
- Attend fortnightly case-updates with the Department Child Safety staff.
- Report to funding body on a quarterly basis.
- Participate in quarterly improvement and licensing activities.
- Other duties as directed by the Team Leader or Manager.

**Additional Factors:**

The purpose of the TRACC Service is to work with Department of Child Safety Officers to settle children in need of care in family homes in their own areas. TRACC's primary responsibility is to assess, recruit, train and support Foster Carers in towns and on properties so that there exists a range of options to enable children to have the best possible placements.

The position will require travel within the geographical reach of the program, and will require additional, overnight travel within Queensland. The position will require some out of hours work. It is expected that the Case Workers will undertake regular external professional supervision, and participate in continuing education, involving attendance at relevant meetings, conferences and workshops.

**Other Duties**

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within Spiritus Policies and Procedures;
- Work in collaboration with other team members;
- Do not, during or after employment, disclose information relating to residents, clients and staff of Spiritus or damage the reputation, viability or profitability of Spiritus services;
- Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

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| <b>Delegation of Authority:</b> |
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The Case Worker (Foster Care) is accountable to the Co-ordinator TRACC, Roma. The Shared Family Care Service is a self-directed work team, with each team member utilising their professional expertise in their area of responsibility, whilst always contributing to the team. Each member of the team is required to participate in regular supervision with the TRACC Team Leader. As a Tufnell Residential and Community Care (TRACC) welfare service the Service benefits from the extensive experience of other TRACC, Services.