

## JOB DESCRIPTION

<b>Job Title</b>	Foster Carer/ Disability Services Therapist
<b>Responsible to</b>	Assistant Director
<b>Responsible for (if applicable)</b>	NA

### Overall Purpose

As part of an integrated team comprising Carers, Social Workers, and Support Workers, facilitate and enable a therapeutic environment for children and young people placed with Key Assets within Key Assets policies and procedures in accordance with the Team Parenting framework.

### Core Tasks

- To take a lead role in the Team Parenting practice including convening and chairing Team Parenting meetings; and developing Team Parenting practice within Key Assets WA.
- Work in conjunction with Carers, Social Workers, Support Workers and external agencies to support the aims and objectives of agreed interventions.
- Provide formal and informal consultation to Social Workers, Support Workers and other staff in implementing therapeutic care for children and young people in placement.
- Recommend and implement plans with Carers that address the assessed needs of children and young people, including children and young people with disability, recognising that carers are the primary agents of change.
- Participate in operational team meetings and contribute to multi-disciplinary case discussion and reflection.
- Provide consultation with regard to the assessment of foster carers.
- Facilitate therapeutic clinics for foster carers including a group for new carers addressing the challenges they face.
- Support carers in preparing children and young people for leaving their care; and for leaving care and moving to independent or semi-independent living.
- Work with Carers and Social Workers in the preparation for placement of children and young people.
- Contribute to training of Carers and staff. Convene and facilitate Carers workshops.
- Provide individual therapy to Carers as required.
- Maintain comprehensive records using the organisations data recording systems.

- To ensure that children/young people's opinions and those of significant others are sought over all issues which are likely to affect their daily life and their future and are aware of how to raise any concerns or complaints.
- To ensure compliance with child protection procedures. To ensure compliance with disability services standards.

#### **Additional Duties**

- To sit on the Key Assets Panel as required
- To undertake training and development deemed necessary for the pursuance of the position.
- To ensure Health and Safety is observed in the course of all activities.
- To comply with equal opportunities policy and procedure in all practices.
- Staff are expected to not smoke in the vicinity of or in sight of children/young people receiving Key Assets services.

**It is the nature of work of Key Assets that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.**

<b><i>Managers Signature:</i></b>	
<b><i>Date:</i></b>	
<b><i>Employee Signature:</i></b>	
<b><i>Date:</i></b>	

**PERSON SPECIFICATION**  
**Team Manager Foster Care Services**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b>Education/ Qualifications</b>						
<ul style="list-style-type: none"> <li>A recognised relevant qualification in counselling, systemic psychotherapy, family therapy, clinical Social Work or Clinical Psychology.</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Be registered or eligible for registration with recognised body.</li> </ul>	Essential		✓	✓		✓
<b>Experience/ Training</b>						
<ul style="list-style-type: none"> <li>Experience working with children and young people in care both short and longer term and/or foster carers.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience facilitating groups</li> </ul>	Essential		✓			
<ul style="list-style-type: none"> <li>Experience working systemically</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Demonstration of effective collaboration with professionals in health, disability, education and children and families services</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Experience of completing broad-based assessments, drawing upon contemporary theory and research, and making appropriate written recommendations supported with evidence</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A proven ability to produce a high standard of report writing</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Experience working in a multi-disciplinary setting</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>An understanding of IT</li> </ul>	Essential	✓	✓			
<b>Knowledge</b>						
<ul style="list-style-type: none"> <li>A sound knowledge of the impact of trauma and of attachment theory</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A sound knowledge of Child Protection Procedures</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A sound knowledge of contemporary practice in the provision of disability services.</li> </ul>	Desirable					
<ul style="list-style-type: none"> <li>Good verbal and written communication skills</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Full driving licence and willingness to travel.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>A good working knowledge of relevant legislation</li> <li>Evidence of taking responsibility for continuing professional development.</li> </ul>	Desirable		✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>• Able to be confident in exercising initiative and acting independently while seeking guidance when required. Self-starter with the ability to work with a degree of autonomy.</li> </ul>	Essential		✓			
<ul style="list-style-type: none"> <li>• Ability to communicate simply and effectively, both verbal and written, with a diverse client group, and with staff at all levels, recognising potential language barriers and cultural differences</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>• Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a complex, culturally sensitive environment</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>• Ability to work across a number of different services, terms, conditions and processes simultaneously</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>• Ability to think quickly and act appropriately to business need</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>• Ability to work respectfully in partnership with other agencies, internal and external departments, and training providers</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Demonstrated reliability, flexibility and dependability</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Ability to create a positive working environment where people have the opportunity to reach their potential</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>• Ability to work under pressure and handle changing priorities</li> </ul>	Essential		✓	✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>• A commitment to Equal Opportunities and OH&amp;S in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>• A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding best practice and the Safeguarding of children</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>• A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander people, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>• A commitment to providing a professional and quality service</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Ability and willingness to travel, including occasional nights away may be required within the state and possibly Interstate.</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Ability and willingness to work flexibly including, early morning and evening work as necessary</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Must possess a full current driving license relevant to the state this role is based.</li> </ul>	Essential	✓	✓			✓
<ul style="list-style-type: none"> <li>• To be confident dealing with people in sometimes stressful/ difficult situations or remotely</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>• Be prepared to seek advice where necessary</li> </ul>	Essential			✓		

***Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.***

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	