

JOB DESCRIPTION

Job Title	Team Manager – Foster Care
Responsible to	Operations Manager
Responsible for (if applicable)	Social Work Team

Overall Purpose

To take a leadership role in the management of the Social Work Team. To provide appropriate levels of line management, supervision, coaching and training to the team to ensure that high quality, culturally responsive practice in line with Key Assets purpose and pledges.

Core Tasks

- To ensure the provision of high quality out of home care services, including responsibility for ensuring all Key Assets, Department, and Child Safe standards, performance indicators, and reporting requirements are met.
- To take responsibility for the ongoing implementation of the Key to Care Practice Framework into fostering service practice in the region.
- To ensure the provision of induction, training, coaching and support to Social/Case Workers in the use of the Key to Care Practice Framework.
- To provide coaching to staff to develop their practice skills.
- To monitor fidelity to the Framework through data reports, audits of Social/Case Worker record keeping, and coaching sessions.
- To develop and maintain sound knowledge of the Key to Care Practice Framework and Coaching Model. To develop and maintain skills in practice of the Framework and of Coaching.
- To take a lead role in the negotiations between Key Assets and the Department with respect to the placement of children, including negotiating funding for placements where required. To ensure that all agreements pertaining to the placement are completed and adhered to.
- To participate in the Key Assets Leadership Team sharing responsibility for business planning, strategic planning, budget and operations management.
- To take a lead role in the development of the Service.
- To assist with the preparation and timely completion of required contract reporting.
- To share responsibility in identifying and responding to new business opportunities in the region, with the support of the Director/Operations Manager.
- To be an active and visible management presence in the Service with Key Assets staff, the Department, partner agencies and other agencies.
- To build a close and effective working relationship with other agencies including the Department.
- To participate in developing and managing the formal partnerships between Key Assets and local Aboriginal Community Controlled Agencies.
- To carry a small caseload if required and work directly with carers within the Practice Framework.
- To take responsibility for the collection and reporting on key compliance, outcome and output data. To ensure all required records are kept and stored on the company data base.
- To participate in the recruitment of staff and take responsibility for the induction of new staff. To provide, or ensure the provision of, professional supervision and coaching, and professional development and training to all staff in the team.

- To chair relevant meetings, both internally and externally, as required.
- To ensure that best practice is maintained in all cases and at all times and that all Key Assets services are culturally responsive and child safe. This will include risk assessment and safety planning as required.
- To work closely with the Operations Manager to ensure that the team is appropriately resourced, managed and supported
- To monitor the compliance in relation to Placement Agreements, Care Plans, Carer Reviews, Carer Coaching and Support, WWC checks, required medicals and driving licenses.
- To participate in any investigation of abuse or neglect or other critical incidents or complaints as required.
- To participate in the management of the budget for the region.
- To ensure that children and 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 that they are aware of how to raise any concerns or complaints.
- At all times to ensure the safety of children is a paramount consideration in decision making and service delivery.

Additional Duties

- To undertake out of hours duty on a rostered basis.
- To undertake training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to demonstrate the Key Assets' Purpose and Pledges.
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

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.

Managers Signature:	
Date:	
Employee Signature:	
Date:	

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>
<u>Education/ Qualifications</u>						
<ul style="list-style-type: none"> Hold a Social Work qualification as recognised by the Australian Association of Social Workers or equivalent body 	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> Be registered or eligible for registration with recognised body. 	Essential	✓	✓	✓		✓
<u>Experience/ Training</u>						
<ul style="list-style-type: none"> Must have a minimum five years' experience as a qualified social worker in a children and family setting of which two years must have been gained working in child protection and/or out of home care. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Evidence of significant management and supervisory experience 	Essential		✓	✓		
<ul style="list-style-type: none"> To be able to evidence an understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Office 	Essential	✓	✓		✓	
<ul style="list-style-type: none"> Experience of working with Foster Carers 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Experience of completing Assessments of Foster Carers 	Desirable		✓			
<ul style="list-style-type: none"> A proven ability to produce a high standard of report writing 	Essential			✓		
<ul style="list-style-type: none"> Experience in community development 	Desirable	✓	✓	✓		
<ul style="list-style-type: none"> A comprehensive knowledge of all policies and procedures in relation to Safeguarding children 	Essential			✓		
<u>Knowledge</u>						
<ul style="list-style-type: none"> Knowledge of group work principles 	Essential	✓	✓			
<ul style="list-style-type: none"> A comprehensive knowledge of all policies and procedures in relation to Safeguarding children 	Essential			✓		
<ul style="list-style-type: none"> A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding good practice and the Safeguarding of children 	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<u>Personal Qualities</u>						
<ul style="list-style-type: none"> • 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. 	Essential		✓			
<ul style="list-style-type: none"> • 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 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a complex, culturally sensitive environment 	Essential		✓	✓		
<ul style="list-style-type: none"> • Ability to work across a number of different services, terms, conditions and processes simultaneously 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • Ability to think quickly and act appropriately to business need 	Essential		✓	✓		
<ul style="list-style-type: none"> • Ability to work respectfully in partnership with other agencies, internal and external departments, and training providers 	Essential			✓		
<ul style="list-style-type: none"> • Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant 	Essential			✓		
<ul style="list-style-type: none"> • Demonstrated reliability, flexibility and dependability 	Essential			✓		
<ul style="list-style-type: none"> • Ability to create a positive working environment where people have the opportunity to reach their potential 	Essential			✓		
<ul style="list-style-type: none"> • Ability to maintain confidentiality 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • Ability to work under pressure and handle changing priorities 	Essential		✓	✓		
<u>Miscellaneous</u>						
<ul style="list-style-type: none"> • A commitment to Equal Opportunities and OH&S in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> • 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 	Essential		✓	✓		
<ul style="list-style-type: none"> • 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 	Essential		✓	✓		
<ul style="list-style-type: none"> • A commitment to providing a professional and quality service 	Essential			✓		
<ul style="list-style-type: none"> • Ability and willingness to travel, including occasional nights away may be required within the state and possibly Interstate. 	Essential			✓		
<ul style="list-style-type: none"> • Ability and willingness to work flexibly including, early morning and evening work as necessary 	Essential			✓		
<ul style="list-style-type: none"> • Must possess a full current driving license relevant to the state this role is based. 	Essential	✓	✓			✓
<ul style="list-style-type: none"> • To be confident dealing with people in sometimes stressful/ difficult situations or remotely 	Essential			✓		
<ul style="list-style-type: none"> • Be prepared to seek advice where necessary 	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.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	