

## JOB DESCRIPTION

<b>Job Title</b>	Social Worker / Case Worker
<b>Department</b>	Social Work / Case Work
<b>Responsible to</b>	Team Manager / Operations Manager / Director
<b>Responsible for (if applicable)</b>	NA

**Overall Purpose and Aim of Role:** To make a positive and lasting difference to children and young people through the provision of quality care in a family setting whilst working within the parameters of the Key Assets Practice Framework.

### **Core Tasks (Personal Responsibility and Communication)**

- To provide regular support via telephone and face to face visits to foster carers including occasional unannounced visits, ensuring these visits are all recorded.
- To work with foster carers and the children/young people in their care in a culturally responsive, trauma informed family centred way.
- To work with carers on collaborative projects to coach them through steps and strategies to achieve set goals.
- To ensure that the carers, children and young people understand the Key Assets complaints process.
- Facilitate support groups, carer social events and training when required.
- To monitor and review the suitability and competence of foster carers ensuring they provide a safe, healthy, nurturing and learning environment for children/young people. To ensure that carers fully understand the task and competencies / standards expected.
- To ensure the necessary Risk Assessments are completed.
- To ensure compliance with child protection procedures.
- To ensure that the protection of children and the promotion of their welfare is given absolute priority in all activities and that critical incidents/allegations are recorded, investigated and acted upon appropriately and in keeping with Key Assets and the relevant child protection procedures.
- To work in partnership in a key care team approach to help identify any needs within the foster family e.g. respite, activities, therapy, holidays, with all members of the child's network, including contribution to all relevant meetings and any other tasks defined.
- To monitor that children/young people and their families are being provided with foster care services that respond to the assessed needs and that value diversity and promote equality.
- To facilitate, support and encourage the child in maintaining appropriate contact with biological family
- 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 by discussing any concerns with the children/young people.
- To coach and support foster carers in preparing children and young people for independent or semi-independent living.

- To participate in negotiation between Key Assets and the Department to ensure that each child or young person in the care of the Department is carefully matched with a carer capable of meeting their needs.
- To participate in negotiation between Key Assets and the Department in relation to packages of care for children and young people; this may include funding for specific pieces of work.
- To endeavour to obtain all pertinent information including chronologies, child/children in the care of the Department documentation and core assessment forms from the Department or other relevant parties as soon as possible.
- To undertake Foster Care Assessments as required.
- To undertake out of hours roster as required.

**The role will involve frequent travel across Melbourne and Victoria and may include stays away from home.**

#### **Additional Duties**

- The post holder will be expected to demonstrate the Key Assets' values.
- 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 and 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 the post 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 and have to be undertaken.**

## PERSON SPECIFICATION

### Social Worker / Case Worker

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**

	<b>Essential/ Desirable</b>	<b>Shortlisted Criteria</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
<b>Education/ Qualifications</b>						
<ul style="list-style-type: none"> <li>Must hold recognised Social Work Qualification, recognised Human Services qualification or similar</li> </ul>	Essential	✓	✓			✓
<ul style="list-style-type: none"> <li>Eligible for membership of AASW</li> </ul>	Desirable		✓			✓
<b>Experience/ Training</b>						
<ul style="list-style-type: none"> <li>2 years post-qualification experience in Child and Family Social work</li> </ul>	Desirable	✓	✓	✓		
<ul style="list-style-type: none"> <li>A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience of working with Foster Carers</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>Assessment of Foster Carers</li> </ul>	Desirable		✓	✓		
<ul style="list-style-type: none"> <li>A basic understanding of IT</li> </ul>	Essential	✓	✓	✓		
<b>Knowledge</b>						
<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 sound knowledge of child protection procedures and the Code of Conduct for Foster Carers.</li> </ul>	Essential			✓		
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse staff group 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 fast paced environment</li> </ul>	Essential					
<ul style="list-style-type: none"> <li>Ability to work with senior management to promote the Learning and Development agenda in accordance with local legislation and company best practice</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>To be able to evidence an understanding of the use of IT and electronic communications including Microsoft Office Applications; Word, Excel, Access, Visio and email</li> </ul>	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
• Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously	Essential			✓		
• Ability to think quickly and act appropriately to business need	Essential			✓		
• Ability to work respectfully in partnership with internal and external departments, agents/consultants and training providers	Essential			✓		
• Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant	Essential			✓		
• Ability to work on own initiative and work as part of a wider international support team	Essential			✓		
• Demonstrate initiative and creativity and work to quality standards	Essential			✓		
• Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures	Essential			✓		
• Reliability, flexibility and dependability	Essential			✓		
• Ability to create a positive working environment where people have the opportunity to reach their potential	Essential			✓		
• Ability to maintain confidentiality	Essential			✓		
• Ability to work under pressure and handle changing priorities	Essential			✓		
• Ability to work with others in remote locations	Essential			✓		
<b>Miscellaneous</b>						
• Participation in an 'On Call' service for Carers out of office hours	Essential			✓		
• A commitment to Equal Opportunities and OH&S in all work practices	Essential			✓		
• A commitment to diversity and social inclusion 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	Essential			✓		
• A commitment to providing a professional and quality service	Essential			✓		
• Ability and willingness to travel extensively, including occasional nights away will be required within Western Australia and travel Interstate regularly.	Essential	✓		✓		
• Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones	Essential	✓		✓		
• Must possess a full current driving license relevant to the state this role is based ** A Company car will be provided for this role **	Essential	✓		✓		
• To be confident dealing with people in sometimes stressful/difficult situations or remotely	Essential			✓		
• Willingness to undertake relevant statutory and personal reference checks	Essential			✓		
• 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.***

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