

JOB DESCRIPTION

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| Title | In-house Foster Care Assessor |
| Department | Carer Recruitment & Panel |
| Responsible to | Recruitment & Panel Manager |
| Location | Blacktown or Botany |
| Responsible for (If applicable) | Completion of assessments and carer reviews |

Overall Purpose/Aim:

Provide comprehensive assessment reports for prospective carers as well as transfer reports and carer reviews in line with Key Assets policies, procedures and values to ensure the best outcomes and quality placements for our children and young people.

CORE TASKS AND RESPONSIBILITIES

The post entails completion of assessments and carer reviews:

- Foster care assessment report, using the Key Assets International Assessment tool with prospective carers, and the presentation of the completed assessment report at the appropriate Key Assets Authorisation Panel.
- Kinship care assessment report, using the Key Assets Kinship Assessment tool with prospective carers, and the presentation of the completed assessment report at the appropriate Key Assets Authorisation Panel.
- Completion of the Transfer report, using the Key Assets Transfer Report template with prospective carers, and the presentation of the completed assessment report at the appropriate Key Assets Authorisation Panel
- Pathways assessment report, using the Key Assets Pathways to Stability Assessment tool with prospective carers, and the presentation of the completed assessment report at the appropriate Key Assets Authorisation Panel
- Provisional assessments and the completion of the final assessment report, using the Key Assets International Assessment tool with prospective carers, and the presentation of the completed assessment report at the appropriate Key Assets Authorisation Panel
- Completion of Carer Reviews using the Key Assets Carer Review Template
- Complete an addendum assessment report as requested by the Recruitment and Panel Manager
- Complete assessment related tasks required to finalise an assessment or to determine an applicant's suitability. Including, Home Safety checks, References, Risk Assessments, Safety Plans and other tasks as requested
- Set up appointments, for home visit within a timely manner. First visit to be undertaken within seven (7) days of receipt of applicant's information.
- Respect confidentiality. Keep all information in relation to applicants in a secure place throughout assessment. Ensure all documentation is saved and uploaded in accordance with Key Assets Policy and Procedures.

For Carers already authorised:

- Make arrangements to read their file if possible, this may include a visit to the applicant's DCJ region/Fostering Agency.

Meet with prospective carers - minimum of 5 visits for a full assessment, including:

- Joint applicants separately on at least one occasion
- Meeting with the prospective Carer's own children individually, dependent on age consider using some of Assessors Tool Kit materials for direct work. It is important to evaluate their understanding of the need for self protection. It is essential that you interview all grown up children whether they live at home or not.
- Interview and request working with Children checks/ID for Police Checks for all household members. It is essential to gain their views on living in a fostering household and their role in providing care.
- Complete referees – evaluate references in terms of the ability of the applicants to meet the Code of Conduct for Authorised Carers, Framework for Excellence and the requirements of the British Association of Adoption and Fostering (BAAF) Core Competencies. It is important to get as full a picture as possible from the applicant's referees, as they form an important part of the assessment.
- Request working with Children checks/ ID for Police Checks on significant adult who is likely to be involved in caring for any children placed.
- If any offences are shown by the criminal history check, the carer's attitude to the offence and explanation should be included in the Assessment report or Risk Assessment – as directed by the RPM.
- Advise carer applicant/s re. process for medicals, statutory and referee/employer checks. Liaise with admin re. responses received.
- Ensure arrangements for existing foster children are clear. This can be a contentious issue. Where there are children in placement, arrangements for these children will be clarified by Key Assets with DCJ NSW and the relevant fostering Agency/Kinship and Foster Care Team. A protocol for these circumstances will be in place prior to the commencement of an assessment and Assessors should be familiar with this. Where appropriate and with the consent of the relevant Case Worker interview child(ren) in placement. Discuss with the Case Worker the quality of placement and strengths and weaknesses.
- Include an assessment of Health and Safety (see guidelines). Include information on dogs and other pets and smoking. Ensure relevant documents are completed.
- Ensure full details of previous caring (including fostering/adoption) experience are discussed and evaluated in depth, and includes case studies of children placed.
- If carers have not had previous fostering experience, their previous experience of children needs to be discussed and evaluated alongside their understanding of the fostering task.
- A critical evaluation of strengths and weaknesses in terms of parenting capacity is essential e.g. evaluating what behaviours they have/can potentially handle, their understanding of

sexual abuse, their ability/capacity for safe caring/self protection. Evidence this with specific examples where possible, it is essential that they are clear about expectations about managing the care of children with complex needs, use case studies from the tool kit to help with this.

- The report should not only include a discussion with the applicants of their attitudes to race and culture, but also their attitudes to gender, sexuality, disability, and cross community placements. If the applicants are not Aboriginal or Torres Strait Islanders then explore their attitudes and values towards members of these communities, including their ability to care for a child from these communities or who is Culturally and Linguistically Diverse (CALD).
- Recommendations in terms of number of children to be placed should be specific. Make recommendations in relation to age e.g., 0-18 years. The assessment should include reasons for this recommendation, which should be assessed in relation to their previous fostering or related experience. Matching consideration should have been expanded when making Recommendations, and critically evaluated. It is also important to evaluate carers' understanding/attitude to contact with birth family.
- Complete a Genogram with details of applicants' parents, siblings, children and other significant people in their lives who may impact on a placement (e.g., ex partners, stepchildren etc.) Include ages at time of writing (or at time of death if relevant).
- Discuss options for interviewing / obtaining information from previous partners and adult children out of the home.
- Complete an Eco map to illustrate applicants support network.
- With guidance from the assessor, applicants should complete a family Safe Caring Policy, this should be signed and dated by the applicants.
- All information given should be critically analysed. The social work assessment is an important summary of your assessment, it should therefore be in depth, with reasons given for the recommendations you are making.
- Complete the assessment report in draft. Proof read and check before typing. Check grammar and spelling. Ensure you have filled all boxes in.
- A mid assessment visit (if applicable) will be undertaken following the completion of the assessment report. by a member of the Key Assets social work staff.
- Once agreed by the Recruitment & Panel Manager take completed assessment report to carer applicants for agreement and signature.
- Meet deadline for submitting reports to the Key Assets Authorisation Panel. This date is agreed with the relevant staff member when the assessment is allocated.
- Revisit the panel approval process with carers and ensure their attendance at the Key Assets Panel.
- Attend the Key Assets Authorisation panel meeting to present the assessment report.

ADMINISTRATION

- To keep performance records and written details/records of all contacts and contact activity, including all visits.
- Participate in developing administrative systems pertaining to the position and maintaining existing systems ensuring all information is accurately recorded on the data base system.

DATABASE

- To be responsible for the interface with administrative and IT systems and to ensure that existing systems are maintained, developed and responsive to the smooth and efficient running of the carer recruitment process.
- To contribute to the gathering and inputting of key data to measure progress against key performance indicators relevant to the carer/PAP recruitment process.

WORKING IN PARTNERSHIP

- Attendance and participation at all meetings relevant to the position.
- Actively working positively and professionally with internal and external partnerships to ensure high quality carer/PAP recruitment needs are met.

The role may involve frequent travel across the greater NSW, including overnight 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 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 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
In-house Foster Care Assessor

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> |
|--|---------------------------------|---------------------------------|----------|----------|----------|----------|
| Education/ Qualifications | | | | | | |
| <ul style="list-style-type: none"> Must hold recognised qualification to a minimum degree level in Social Work, Psychology, Human Services or other Allied Professional field | Essential | | ✓ | ✓ | | |
| Experience/ Training | | | | | | |
| <ul style="list-style-type: none"> At least 2 years' experience as an assessor | 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"> 5 years experience of working in adoption, foster care, child care services, welfare or social care environments | Essential | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Ability to compose clear, accurate and concise reports, letters and memos from the various Child Protection Legislation and Government initiatives and Agendas across NSW | Essential | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> A sound knowledge of child protection and matters of concern procedures | Essential | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Knowledge of the authorisation process of carers and dual authorisation | Desirable | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Knowledge of the Assessment process | Desirable | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Understanding of the importance of a complaints procedure | Desirable | | ✓ | ✓ | | |
| Knowledge | | | | | | |
| <ul style="list-style-type: none"> A comprehensive working knowledge of relevant legislation pertaining to children's services as well as publications which inform current thinking regarding good practice and the Safeguarding of children | Essential | ✓ | | ✓ | | |
| <ul style="list-style-type: none"> A comprehensive knowledge of all policies and procedures in relation to Safeguarding children and how they can apply in different jurisdictions across Australia and New Zealand | Essential | | | ✓ | | |
| <ul style="list-style-type: none"> A keen awareness of external registration/inspection requirements associated with the work of Key Assets in different jurisdictions across Australia and New Zealand | Desirable | | ✓ | ✓ | | |

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|--|---------------------------------|---------------------------------|----------|----------|----------|----------|
| <ul style="list-style-type: none"> Knowledge of, or the ability to rapidly acquire knowledge of licensing standards across Key Assets jurisdictions, for example HSQF, ISO 9001 | Essential | | ✓ | ✓ | | |
| Personal Qualities | | | | | | |
| <ul style="list-style-type: none"> 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 | Essential | ✓ | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment | Essential | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Ability to work with senior management to promote the Learning and Development agenda in accordance with local legislation and company best practice | Essential | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> 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 | Essential | ✓ | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Keen eye for detail and ability to work with a number of different 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 internal and external departments, agents/consultants 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"> Ability to work on own initiative and work as part of a wider international support team | Essential | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Demonstrate initiative and creativity and work to quality standards | Essential | | | ✓ | | |
| <ul style="list-style-type: none"> Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures | Essential | ✓ | | ✓ | | |
| <ul style="list-style-type: none"> 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 | | ✓ | ✓ | | |
| <ul style="list-style-type: none"> Ability to work with others in remote locations | Essential | | ✓ | ✓ | | |
| Miscellaneous | | | | | | |
| <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's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse | Essential | | ✓ | ✓ | | |

| | <u>Essential/ Desirable</u> | <u>Shortlisted Criteria</u> | <u>A</u> | <u>I</u> | <u>T</u> | <u>D</u> |
|--|---------------------------------|---------------------------------|----------|----------|----------|----------|
| backgrounds | | | | | | |
| • A commitment to providing a professional and quality service | Essential | | | ✓ | | |
| • Ability and willingness to travel extensively, including occasional nights away, may be required within throughout Australia | 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 | 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.

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