

## JOB DESCRIPTION

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

**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.

### **Core Tasks:**

- To provide regular support via telephone and supervisory visits to foster carers including occasional unannounced visits. These visits are all recorded. To ensure that the complaints information is available. And in addition to facilitate monthly support groups when requested.
- 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.
- Social Workers maybe asked to undertake Foster Care Assessments of potential foster carers.
- 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 participate in negotiation between Key Assets and Families SA 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 endeavour to obtain all pertinent information including chronologies, child/children in the care of the Department documentation and core assessment forms from Families SA or other relevant parties as soon as possible.
- Where practicable, Social Workers to facilitate introductory visits to foster carer's and provide introduction information on Key Assets and carers to children and young people.
- Social Workers should work to identify any gaps in match and provide support as required.
- To facilitate, encourage and support contact as agreed in the care plan.
- To support and encourage the child in maintaining appropriate contact.
- To ensure the necessary Risk Assessments are completed.
- To ensure compliance with child protection procedures.
- 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 of Families SA.

- 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 support foster carers in preparing children and young people for independent or semi-independent living.
- To ensure that carers fully understand the task, competencies to be achieved and the standards expected, including complaints and representation procedures.
- To take responsibility for professional development – supervision, appraisal and training.
- To participate in the recruitment of potential carers and identify and facilitate training needs of foster families.
- To ensure that each carer accepts, understands and operates in all policy and guidance agreed by Key Assets .
- To ensure that Child/ren in the care of the Departments agreements and comprehensive case recordings are maintained for children/young people and the foster carers.
- To ensure foster carers utilise respite appropriately and in the child's/young person's best interest.
- To undertake direct work and assessment of child/young person and foster carers according to identified needs.
- To work in partnership in a team parenting 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 undertake out of hours roster as required.

### **Additional Duties**

- Social Workers may be asked to sit on a fostering panel.
- The position holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
- All staff are expected to ensure Health and Safety is observed in the course of employment.
- All staff are expected to comply with equal opportunities policy and procedure in all employment practices.
- To adhere to Key Assets no smoking policy at all times.

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.

## PERSON SPECIFICATION

### Social 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>						
• Must hold recognised Social Work Qualification	Essential	✓	✓			✓
• Eligible for membership of AASW	Essential		✓			✓
<b>Experience/ Training</b>						
• 2 years post-qualification experience in Child and Family Social work	Desirable	✓	✓	✓		
• A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development	Essential	✓	✓	✓		
• Experience of working with Foster Carers	Desirable		✓	✓		
• Assessment of Foster Carers	Desirable		✓	✓		
• A basic understanding of IT	Essential	✓	✓	✓		
<b>Knowledge</b>						
• 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 across the state this role is based in.	Essential	✓	✓	✓		
• A sound knowledge of child protection procedures and the Code of Conduct for Foster Carers.	Essential			✓		
<b>Personal Qualities</b>						
• 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			✓		
• Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment	Essential			✓		
• Ability to work with senior management to promote the Learning and Development agenda in accordance with local legislation and company best practice	Essential			✓		
• 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			✓		
• 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			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>I</u>	<u>D</u>
<ul style="list-style-type: none"> <li>Ability to work respectfully in partnership with internal and external departments, agents/consultants 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>Ability to work on own initiative and work as part of a wider international support team</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Demonstrate initiative and creativity and work to quality standards</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>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			✓		
<ul style="list-style-type: none"> <li>Ability to work with others in remote locations</li> </ul>	Essential			✓		
<b><u>Miscellaneous</u></b>						
<ul style="list-style-type: none"> <li>Participation in an 'On Call' service for Carers out of office hours</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>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</li> </ul>	Essential					
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities in all work practices</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability and willingness to travel extensively, including occasional nights away will be required within Western Australia and travel Interstate regularly.</li> </ul>	Essential	✓				
<ul style="list-style-type: none"> <li>Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones</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>Extensive travel is required within the Key Assets local jurisdiction</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Prepared to be flexible regarding working hours including evening and week-end working</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> <li>** A Company car will be provided for this role **</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>Willingness to undertake relevant statutory and personal reference checks</li> </ul>	Essential	✓		✓		
<ul style="list-style-type: none"> <li>Be prepared to seek advice where necessary</li> </ul>	Essential	✓		✓		

## Candidate Verification/Acceptance of Position Description

I, have read, understood and accept all terms of my employment with Key Assets as set out in the above Position Description.

I also understand that by accepting this offer via text verification constitutes as a legal signature confirming that I acknowledge and accept all terms and conditions provided in this document and all other documents attached.

[#if [acceptance\_calc] != "--"]

**ACCEPTED for and on behalf of the EMPLOYEE:**

Acceptance of Employee

**[acceptance\_status]**

Name of Employee

**[candidate\_name]**

Date

**[acceptance\_calc]**

[#else]

**CONTRACT NOT ACCEPTED AS YET**

[/if]