

Employment Information Package
Carer Assessment and Recruitment Caseworker

Thank you for your interest in the position of **Carer Assessment and Recruitment Caseworker - Shoalhaven/Illawarra** with William Campbell Foundation. Please see below for instructions on how to apply for this position.

When asked what William Campbell Foundation does well, our staff say*

“WCF always listen to children and young people and make decisions with their best interests at heart”

“We embrace change that benefits the lives of children, young people, families and carers”

“We have a great chaplaincy program and dedicated caseworkers”

“WCF provides flexibility for staff needs and is family oriented”

“I have always felt valued, supported and welcomed”

**2019 Continuous Improvement Staff Survey*

William Campbell Foundation is proud to be a dynamic and supportive agency, offering:

- Generous remuneration with salary sacrifice options, reducing taxable income
- Collaborative and committed Management and Staff
- Free confidential counselling services through an Employee Assistance Program
- Resources and Supports to help you achieve great outcomes for the people we work with.
- An opportunity to be the difference for children, young people, families and individuals
- Regular and ongoing training and upskilling to assist you in personal development

To be eligible for this role:

- You will have experience in the assessment of Carers, preferably with accreditation to provide Step by Step assessment.
- You will have an **exceptional** level of attention to detail, with the ability to articulate clearly in both written and verbal communication.
- You will understand compliance processes relevant to assessment of Carers and will always seek to improve future practice.
- You will be a highly motivated individual with exceptional skills in time management and organisation, and a proactive approach to self-development and growth.
- You will be responsive and practice accountability for your own work, as well as contributing to a wider multidisciplinary team.
- You must be a team player who is self-motivated and who possesses an outstanding level of professionalism, integrity and respect for your colleagues, children and young people, families and individuals.
- You must be a calm and confident communicator with the ability to adapt the provision of information to a wide audience, including presentation of Carer training in a group setting.
- You will understand Work Health and Safety practices, promoting and supporting a safe workplace at all times.
- You will consistently promote and develop positive culture, advocating WCF’s Vision and Values.
- You have clear Working with Children and Criminal Record checks.

How to Apply

Required Documents

Applications that do not include all documents below, will not be considered.

- A **Cover Letter**
- Up to date **Resume**, including details of current position (if applicable)
- Complete and detailed response to the **Selection Criteria** below, informing WCF on how you are able to demonstrate your ability to meet the required criteria.

Applications are to be received no later than **Sunday May 31st, 2020** and must be forwarded to:

jobs@wcfoundation.org.au

At William Campbell Foundation, we take pride in our respectful and diverse workplace culture, which supports and creates opportunities for Aboriginal and Torres Strait Islander people for the benefit of children, young people, individuals and families and our workforce. We value the unique skills, experience and knowledge that Aboriginal and Torres Strait Islander people contribute to the workplace, and encourage Aboriginal and Torres Strait Islander people to apply for roles within our organisation.

We are committed to being an equal opportunity employer. All applicants who meet the criteria will receive equal consideration for employment, without regard to race, age, gender, marital status, sexuality, religion, disability, age, or political opinions.

Selection Criteria – please provide examples where available.

1. Diploma or Degree in relevant field and two years' relevant employment experience in working with children, young people and/or families.
2. Experience in the assessment of Foster, Relative and Kinship Carers and desirable accreditation for providing 'Step by Step' assessment.
3. Demonstrated understanding of the importance of identifying and improving outcomes for children, young people, their families and Carers, including permanency and stability.
4. Demonstrated adaptable and high-level communication skills, including both verbal and written communication (must detail capacity to provide comprehensive assessment reports).
5. Demonstrated ability and confidence to provide Foster Care, or other identified, training to potential and authorised Carers.
6. Demonstrated ability to self-motivate and work independently, as well as working cohesively as part of a wider team.
7. Demonstrated ability to meet set targets, deadlines and Key Performance Indicators (KPI's).
8. Working knowledge of current child protection legislation in NSW.
9. Current Drivers license and vehicle with comprehensive motor vehicle insurance available for use where required.
10. William Campbell Foundations values are **Compassion, Christianity, Accountability, Respect, Reflection and Stability**. What do these values mean to you and how would you embed these into your everyday practice?

Position Overview

William Campbell Foundation (WCF) is a not for profit Christian organisation that provides a range of services, including permanency support programs for children and young people. Additionally, WCF delivers therapeutic services to children, young people, individuals and families.

WCF is committed to child safe practices and permanency outcomes for children and young people in care to provide a positive, safe and healing experience that addresses trauma, attachment, self-regulation, culture and community needs.

Purpose of the Position

The position of Carer Assessment and Recruitment Caseworker works in direct partnership with the Permanency Support Program Casework teams to ensure the appropriate recruitment and assessment of Foster, Relative and Kinship Carers to provide safe and stable homes for children and young people.

Key Responsibilities

- Ensure provision of comprehensive recruitment and assessment of potential Foster Carers, including Long Term, Short Term and Respite Foster Carers, Relative and Kinship Carers, Guardianship and Adoption Carers.
- Respond effectively and efficiently to all Carer enquiries, conducting comprehensive information sessions with potential Carers.
- Be available to work flexible hours to ensure that out of hours needs for the completion of assessments can be accommodated.
- Demonstrate culturally sensitive and appropriate practice at all times.
- Assist in the development of an emergency pool of Carers, to meet the immediate needs of Children and Young People.
- Have a comprehensive understanding of child development, including knowledge of the context and impact of issues arising from children and young people being removed from their family and significant others, and the ability to transfer this knowledge to Carers.
- Actively participate in events run by the Agency to support recruitment, including Foster Care week celebrations, NAIDOC week events and other social functions.
- Facilitate initial and ongoing training for Carers, with confidence and comprehensive knowledge of the training programs – including Shared Lives.
- Meet compliance, policy and procedure requirements including ensuring that Probity Checks, Carer Assessments and Annual Reviews are completed efficiently, and presented appropriately.
- Possess the skills to work with other WCF program areas and external key stakeholders to meet the needs of Children, Young People, Families and Individuals in an accountable, respectful and collaborative manner.
- Assist in the collection of data and information to support the ongoing development of the program.
- Be actively involved in evaluation, planning and development of the agency's recruitment and assessment processes.
- Participate in the auditing of Carer files to ensure all required paperwork is current, consistent and comprehensive and meets the required standards set by the Office of the Children's Guardian.
- Model ethical and appropriate practices that are responsive to the changing needs of children, young people, families and individuals
- Participate in supervision, team meetings and meetings with external stakeholders as relevant to the position.