

Employment Information Package
Carer Assessment and Recruitment Program Team Leader

Thank you for your interest in joining William Campbell Foundation in the **full time** position of

***Carer Assessment and Recruitment Program Team Leader –
Illawarra and Shoalhaven***

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

Essential Criteria

- You will have a minimum Diploma or Degree in a relevant field and a minimum of 5 years' experience in working with children, young people and families.
- You will have management experience and a continual desire to learn new approaches in building a responsive, high performing and productive team.
- You will possess a high level of attention to detail with superior skills in time management and organisation, and a proactive approach to self-development and growth.
- You must be a calm and confident communicator with the ability to adapt the provision of information to a wide audience, including the Shared Lives Training Package.
- You will be a highly motivated individual, able to work at an exciting pace, while maintaining a consistently professional approach.
- You will be keen to build and nurture relationships with both internal and external stakeholders.
- You will be a committed and collaborative leader, who is courageous and assertive when making decisions.
- You will consistently promote and develop positive culture, advocating WCF's Vision and Values and support staff in doing the same.
- You will engage critical thinking to formulate and assist in the development of policy and procedure.
- Desirable accreditation in Step by Step Carer Assessment Package.

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 5th July, 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. 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 (provide examples where available)

1. Provide details of your qualifications (Minimum Diploma or Degree in relevant field) and the minimum of five years' experience in working with children, young people and/or families.
2. Provide details of your working knowledge of the Children and Young Persons (Care and Protection) Act 1998 and the NSW Office of the Children's Guardians Child Safe Standards for Permanent Care.
3. Demonstrate your management or supervisory experience.
4. Detail your demonstrated understanding or experience working within a Therapeutic Framework, to support the needs of children and young people and their caregivers.
5. Detail your understanding of the importance of identifying and improving outcomes for children, young people, their families and Carers, including permanency and stability.
6. Demonstrated adaptable and high-level communication skills, including both verbal and written communication - Provide details of your experience in reviewing or assessing reports or similar documentation.
7. Detail your ability to meet set targets and Key Performance Indicators (KPI's).
8. Demonstrated ability to self-motivate and work independently, as well as working cohesively as part of a team.
9. Willingness to work within a Christian Ethos.
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?
11. Confirmation that you:
 - a. Hold a current and cleared Working with Children Check
 - b. Can provide a National Police Check (obtained within the past 12 months)
 - c. Can provide a Current Drivers Licence
 - d. Have access to two referees from current or previous Managers
 - e. Will provide copies of Transcripts and Certificates detailing qualifications
 - f. Will disclose during interview any information that could impair performance in this position, which should be considered by the panel when assessing applicants

Program and 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.

Our Permanency Support Program investigates and fosters the implementation of quality permanency placement options for children and young people, including adoption, restoration and guardianship. The position of Carer Assessment and Recruitment Program Team Leader holds the responsibility of supervising and supporting a team of casework staff in implementing quality services to Carers, Children and Young People in ways consistent with the vision and values of William Campbell Foundation.

The ultimate aim of the Permanency Support Program is to achieve permanency, change, safety and protection for Children and Young People that improves cultural, social, emotional, health and educational outcomes.

Key position responsibilities

- Manage the workflow and allocation of tasks within the Carer Assessment and Recruitment Program.
- Provide committed and effective Leadership which includes analytical, strategic and reflective thinking and the ability to function collaboratively as part of a multidisciplinary Leadership team.
- Possess highly adaptable communication skills and the ability to address difficult issues in an appropriate and respectful manner, maintaining effective working relationships with all WCF staff.
- Work collaboratively with William Campbell Foundation Caseworkers, Clinical Staff, Department of Communities and Justice (DCJ), as well as other stakeholders to identify and support outcomes for Children and Young People.
- Have a comprehensive understanding of the Permanent Placement Principles, overseeing the recruitment and assessment of Carers in line with these principles.
- Oversee the entry of children and young people, ensuring that placement needs are met appropriately.
- Support the delivery of collaborative casework, with respect to the culture and context of each individual child or young person's circumstances, inclusive of family and community.
- Hold accreditation in Step by Step 2016 or be prepared to participate in the accreditation process.
- Facilitate Shared Lives training for new Carers.
- Oversee the legal requirements of the agency when Carers are being assessed, including all probity checks.
- Assist in the collection of data to support the ongoing development of the program and be actively involved in evaluation, planning and development of the agencies recruitment and assessment processes.
- Ensure all required paperwork is consistent, 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 Carers, Children, Young People, Families and Individuals
- Identify skill gaps in the Carer Assessment and Recruitment team and support education pathways to promote an increase in ability - including training, mentoring and supervision.