



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Family Case Worker
<b>WORK AREA:</b>	Shared Family Care Program
<b>LOCATION:</b>	Townsville
<b>CLASSIFICATION LEVEL:</b>	Social, Community, Home Care and Disability Services Industry (SCHCADS) Level 3 / 4 (Modern Award) (6 months probationary period, inclusive of performance review) (12 months contract)

### Position Specification

#### **Purpose of the Position**

The Family Case Worker will work as a member of the Shared Family Care team. This program supports foster and kinship carers to provide out-of-home care in the community for children referred by the Department of Child Safety, Youth and Women (the Department).

#### **Accountability**

Family Case Workers are supervised by the Program Manager and are directly accountable to the Chief Executive Officer (CEO) and to the clients of the service.

#### **Appointment**

The Althea Projects Incorporated (Althea Projects) Shared Family Care Family Case Worker is appointed on a 12 month full time 38 hours per week contract.

#### **Mandatory Requirements**

Qualification/experience requirements include:

- TAESS00014 Enterprise Training – Presenting Skill Set (or the ability to acquire within 12 months) at own expense
- Qualifications and/or experience relevant to the position (Tertiary qualification in the field of Human Services, Psychology, Social Work plus 12 months relevant experience OR 5 years frontline experience in the field of Child Protection is required for employment at Level 4)
- Highly developed organisational skills, time management and the ability to meet legislative timeframes
- Current Queensland Driver's Licence
- Provide outreach to regional areas
- Able to work as a member of a team to provide flexible and professional work practices
- Able to participate in the on-call roster on a rotational basis after hours and on weekends
- Able to be available to attend events after hours or on weekends occasionally

- Positive Notice (or ability to obtain) of Suitability issued by the Department of Communities, Child Safety and Disability Services
- Positive Notice (or ability to obtain) issued by the Office of Public Guardian for Child Related Employment (Blue Card) obtained at employees expense.

### **Highly Desirable Requirements**

- Able to work independently with minimal supervision
- Knowledge and experience working in the not-for-profit sector
- Prior experience in the child protection sector
- Ability to acquire knowledge of and work within a legislative and regulated environment. Specifically relevant Acts, Regulations and Standards relevant to children, child protection and family support.

### **Roles and Responsibilities**

- Provide training and support to foster carers
- Liaise with the Department on behalf of foster carers
- Actively recruit new foster carers
- Undertake and complete initial and re-approval assessments of foster carers
- Undertake tasks to ensure compliance with the organisation's licencing and auditing processes
- Participate in all rosters required to fulfil funding obligations across a range of organisational programs (including the on-call roster)
- Match and place children referred from the Department with appropriate foster carers
- Provide case management to clients
- Undertake administrative tasks which support the foster care network and other clients (eg newsletter, social media, and web page)
- Undertake record management of client information as per policies and procedures
- Complete legislative documentation and tasks within required time frames
- Action all critical incidents in accordance with the policies and procedures and legislative requirements
- Participate in multi-agency events such as Child Protection Week, children's Christmas party, Foster and Kinship Carer Week, morning teas etc.
- Participate in team processes as directed. For example, staff meetings, supervision, planning days and compulsory training
- Other duties as directed by management.

### **Selection Criteria**

Your application for this position must specifically **address each criteria** below:

1. Demonstrated advanced knowledge of current practices, trends and theories relevant to the provision of out-of-home care services to children and young people.
2. Demonstrated skills and experience in training and professional development strategies that meet the diverse needs of foster carers.
3. Demonstrated ability to communicate and network with government departments, other agencies and the wider community.
4. Demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people.
5. Demonstrated highly developed practice skills including assessment skills, negotiating skills, interpersonal skills and conflict resolution skills.
6. Demonstrated ability to work independently with minimal supervision.
7. Demonstrated ability to contribute effectively and collegially to a multi-disciplinary team.

## **Other Information**

- Althea Projects is an Equal Opportunity Employer
- Salary packaging options may be negotiated
- Althea Projects supports Reconciliation
- Employees must comply with the organisation's Mission, Values, Objectives, and Code of Conduct
- Althea Projects understands that some employees may seek additional outside employment or volunteer activities
- Applicants should be willing and able to accept additional responsibilities associated with the position as the role evolves.

## **Application**

Your application for this position must specifically provide:

1. A current resume which outlines your employment history, including dates, major duties, roles and responsibilities, certified copies of your qualifications, training and development activities and copies of other mandatory requirements, i.e. blue card etc.
2. A statement that specifically addresses each Selection Criteria and demonstrates how your knowledge, skills and experience meet the criteria. Examples of how you have applied your knowledge and skills in your previous/current work roles is preferred to general statements.
3. Names and contact details of at least two referees, one preferably from your current or immediately previous supervisor/employer, who may be contacted with respect to your application.

## **Short listing and selection will be assessed on your selection criteria response.**

Your application can be emailed to [admin@altheaprojects.org.au](mailto:admin@altheaprojects.org.au) or posted to:

Chief Executive Officer  
Althea Projects Incorporated  
P O Box 905  
Aitkenvale Qld 4814

*Althea Projects acknowledges and pays respect to the Bindal and Wulgurukaba people on whose land we walk, work and live. We pay our respects to Elders past, present and emerging.*