

**POSITION DETAILS**

<b>Program / Unit:</b>	Child Protection	<b>Employment Status:</b>	Full time – fixed term contract 6mths
<b>Location:</b>	Rockhampton	<b>Reports To:</b>	Program Coordinator
<b>Classification:</b>	Level 5 - Social, Community, Home Care and Disability Services Industry Award 2010		

**PURPOSE OF THE POSITION**

The Recruitment, Training & Assessment Officer is responsible for the recruitment, training and assessment of suitable foster and kinship carers within the greater Rockhampton region. The Recruitment, Training & Assessment Officer completes thorough and complex initial assessments of potential foster carers to determine their capacity to meet the standards of care. The Recruitment, Training & Assessment Officer works in collaboration with other Foster, Kinship & Intensive care team members to identify and deliver training to ensure supportive and stable placements for children in out of home care are attained by increasing their understanding of the complexities of trauma and provision of out of home care.

**POSITION RESPONSIBILITIES**

Key Accountabilities	Key Activities
<b>Enabling service delivery</b>	<ul style="list-style-type: none"> <li>• Deliver the Department of Communities - Child Safety Services Quality Care Training package in accordance with Departmental and agency standards</li> <li>• Design and coordinate training programs based on needs analysis coordinating the development of individual learning plans (customising learning material where necessary)</li> <li>• Review existing training programs and upgrade programs as required</li> <li>• Assist program staff with advice regarding training methods and techniques - encouraging innovative learning solutions and identifying learning outcomes</li> <li>• Prepare and deliver relevant training programs to increase carer and staff knowledge and understanding of child protection and the associated impacts of trauma</li> <li>• Develop and enhance recruitment strategies to increase the number of potential and approved Foster, Kinship and Intensive Carers</li> <li>• Using analytical and investigative skills, to assess potential Carer risks and strength in providing quality care for children in the child protection system</li> <li>• Be innovative in the development of research methods and devise solutions for improving the assessment process in line with Department requirements</li> </ul>
<b>Information &amp; Record Keeping</b>	<ul style="list-style-type: none"> <li>• Ensures high quality participant records are maintained and compliant with statutory obligations and AnglicareCQ policies.</li> <li>• Maintain and review data collection strategies for appropriate assessment processes and on-going reporting requirements</li> <li>• Provides access to information in a manner, which respects the privacy and</li> </ul>

Key Accountabilities	Key Activities
	<p>dignity of carers and children</p> <ul style="list-style-type: none"> <li>• Provide regular and ongoing progress reports of assessment and training outcomes for management</li> <li>• Ensures all duties are performed to high quality standards reflecting policy, procedure and practice standards.</li> <li>• Maintains current knowledge of relevant legislation and issues and standards.</li> <li>• Monitor training, assessment and recruitment trends to assist with continuous improvement</li> </ul>
<p><b>Marketing, Communication and Partnerships/ Networks</b></p>	<ul style="list-style-type: none"> <li>• Assist the team in the development and implementation of activities and events for children and carers (e.g. Foster Care Week, Child Protection Week)</li> <li>• Encourage positive communication about young people in care and carers at all times.</li> <li>• Lead and assist in the development of recruitment strategies to increase the number of potential and approved kinship carers.</li> </ul>
<p><b>Learning &amp; Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Ensures that practices are compliant with standards of care and sector standards.</li> <li>• Attend and participate in regional workshops and forums.</li> <li>• Ensures ongoing professional development by attending and participating in training opportunities as identified within the performance development and review process.</li> <li>• Participates in regular supervision with line manager.</li> </ul>
<p><b>Organisational Development</b></p>	<ul style="list-style-type: none"> <li>• Contributes to the development, implementation and review of program policies and processes to enable continuous improvement of service delivery and to meet best practice, licensing and accreditation standards.</li> <li>• Maintains program statistics for local or organisational use in planning.</li> <li>• Contributes to the development and maintenance of a healthy, creative and supportive working environment.</li> <li>• Demonstrates high regard for workplace health &amp; safety issues and the physical and emotional well being of clients, co-workers and all visitors of the workplace.</li> </ul>
<p><b>Reporting/ Financial Management</b></p>	<ul style="list-style-type: none"> <li>• Be aware of contractual arrangements and manage accordingly.</li> <li>• Ensure that records and statistics are kept up to date and all accountability requirements of AnglicareCQ and sector requirements are met in a timely manner.</li> </ul>

## **SELECTION CRITERIA**

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### **Mandatory Requirement/s:**

A Bachelors Degree in Social or Behavioural Sciences, Social Work or Psychology (or related discipline) is highly desirable or Cert IV Community Services (Child Protection) with significant experience in a similar field.

### **Selections Criteria:**

1. Demonstrated ability to deliver and evaluate training programs which achieve successful learning outcomes.
2. Demonstrated ability to assess individuals and families capacity to provide quality care, including knowledge of family, social dynamics, child protection issues and risk factors and how these may impact on an applicants ability to provide quality care.
3. Demonstrated understanding of the impact of harm to a child, child development principles, the impact on behaviour and appropriate strategies carers can utilise to support children whom are experiencing difficulties.
4. Possess strong communication, consultation, negotiation, and interpersonal skills to work effectively with Child Safety Services, Foster Carers and other key stakeholders
5. Demonstrated abilities in problem solving, and conflict resolution with reference to management of emotional responses for all parties involved in the process
6. Knowledge and understanding of the Child Protection Act particularly in relation to working with Aboriginal and Torres Strait Islander people within the child protection system.

## **OTHER REQUIREMENTS**

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- Must hold a current Queensland Open Driver's licence or licence recognised by Australian laws
- Must have proof of current eligibility to work in Australia (visa holders)
- Successful completion of a six (6) month minimum employment period (probation) in accordance with AnglicareCQ's policies and procedures
- Any employment 'suitability checks' (as required for the position).
- Ability to travel.
- This Position Description should be read in conjunction with the AnglicareCQ Personal Attributes Matrix (Appendix 1).