



Aboriginal Family Support Services
Together with the community

Kinship Liaison Officer- Metro

Full Time | Salary Range - \$82,063 - \$88,307

Aboriginal & Torres Strait Islander people are strongly encouraged to apply

Your new employer

Aboriginal Family Support Services is a lead, Aboriginal Community Controlled Organisation that has been providing services to Aboriginal families and communities across South Australia for over 40 years.

Your new role

Aboriginal Kinship Care delivers a state-wide, culturally responsive service that includes assessment, training, advocacy, support and referral services to kinship carers who are caring for Aboriginal and Torres Strait Islander children and young people. Through this program, kinship carers will be well supported and well placed to keep the Aboriginal children in their care safe, healthy and connected to their Aboriginal cultures and communities.

Who we are looking for

You will be passionate about advocating for and improving the lives of Aboriginal children and their health and wellbeing. You will provide support to kinship carers who look after children and young people who come into care. You will work with kinship carers and help them find solutions to provide safety and improved wellbeing for the children in their care.

You will have a strong commitment to social justice. You will be energetic, engaging, and able to persevere in the face of adversity. To succeed in this demanding but rewarding role you will need strong relationship building and communication skills.

You will need

- A South Australian Working with Children Check (WWCC)
- A NDIS Employment Clearance
- A National Police Check
- A current South Australia Drivers Licence
- A Safe Environments for Children and Young People – Through their Eyes Certificate
- Unrestricted eligibility to work in Australia
- Confirmation of being fully vaccinated for COVID-19

Don't have a WWCC? You can apply on-line at www.sa.gov.au/screening.

Ideally you will also have

A minimum level qualification Cert IV with demonstrated relevant sector experience or tertiary qualifications in Social Sciences, Social Work, Community Services and related fields are desirable.

If this sounds like you scroll down to view the job and person specification

Then tell us in a 2-page cover letter (addressing the criteria in the J&P) why you are a good fit for this job and send this with your resume to recruitment@afss.com.au. For more information please call Susie Crisa on 0499 889 720 **(Mon-Fri 9am-5pm)**

Applications close 9am Friday 21 February 2024

We look forward to receiving your application, however if you do not provide a 2-page cover letter addressing your skills and experience against the Job and Person Specification we will not consider your application. AFSS reserves the right to commence interviews prior to closing date and may fill the roles if suitable candidates are identified.



Aboriginal Family Support Services

Job and Person Specifications

Job Title: **Kinship Liaison Officer (Aboriginal Kinship Care)**

Employee Name:

Program Overview	AFSS Aboriginal Kinship Care program delivers a state-wide, culturally responsive service model that provides for the assessment, training, advocacy, support and referral services to kinship carers who are caring for Aboriginal and Torres Strait Islander children and young people. Through this program, kinship carers will be well supported and well placed to keep the Aboriginal children in their care safe, healthy and connected to Aboriginal cultures and communities.
Position Objective	The Kinship Liaison Officer manages all elements of support provided to kinship care households. This includes face-to-face visits every 8 weeks (or more regular when required) and phone and email support regularly. The Kinship Liaison Officer is responsible for meeting Tier 1 and Tier 2 Key Performance Indicators (as they relate to the support of kinship carer households) as outlined in the DCP (Department for Child Protection) Aboriginal Kinship Care Service Agreement.
Reporting Relationships	The Kinship Liaison Officer reports to the Manager, Aboriginal Kinship Care or to an AFSS Regional Manager.
Funding	Department for Child Protection, Government of South Australia (July 2020 to June 2022)
Award/Salary	Social, Community, Home Care and Disability Services Industry Award 2010: Salary Range - Level 4
The Job	Job Specification
Key Result Areas	The Key Result Areas outline the key expectations of the Kinship Liaison Officer, Aboriginal Kinship Care. They align with the requirements of the DCP Service Agreement and with AFSS Strategic and Operational Plans, AFSS Policies and Procedures generally and with AFSS Foster, Kinship and SCO Procedures. The Kinship Liaison Officer will be required to participate in regular supervision against each of the Key Result Areas as detailed below.
<u>Key Result Area 1</u> Supporting Kinship Carers	The Kinship Liaison Officer is responsible for: <ul style="list-style-type: none"> - conducting planned face to face home visits, minimum every 8 weeks (noting that this support may need to be more regular as required) and email and phone communication as required - Attend a face-to-face home visit within 7 days of receipt of referral from CARU - development and maintenance of an AFSS Carer Welcome and Information Pack for all new kinship households - assisting and advocating on behalf of kinship carers including, but not limited to, Care Concerns, DCP subsidies and payments and other related matters - Perform any other duties and tasks as assigned
<u>Key Result Area 2</u> Maintaining and Reviewing Kinship Carer Registration	AFSS Kinship Liaison Officers are responsible for: <ul style="list-style-type: none"> - assisting in the delivery or coordination of training to AFSS carers (Safe Environments - Through their Eyes and In Safe Hands Training) and for organising other relevant training as required (Cultural Awareness, Managing Challenging Behaviours, etc.) - maintaining kinship carers registration through the timely completion of Carer Reviews and associated documents and processes



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	<ul style="list-style-type: none"> - maintaining the Working With Children Check status of all kinship carers, household members and regular household guests to ensure their WWCC does not lapse and that their registration and current placements are not placed in jeopardy - Maintaining effective and reciprocal, open and transparent communication and relationships with DCP Case and Social Workers allocated to the children and young people placed with kinship carers.
<p><u>Key Result Area 3</u></p> <p>Carer Forums, Events and Activities</p>	<p>Lead the engagement of kinship carers in activities and events:</p> <ul style="list-style-type: none"> - coordinate kinship carer attendance at AFSS & DCP Carer Forums (Southern, Central and Northern) - develop and implement an annual calendar of events that includes Foster and Kinship Carers Week, AFSS carer events and AFSS Carers Xmas Party - participate in, contribute and organise activities that respond to significant annual anniversaries and events including National Sorry Day, Reconciliation Week, NAIDOC, Aboriginal Children's Day and the Spirit Festival - develop opportunities for increased learning and development for kinship carers through AFSS Training Programs as well as external training providers.
<p><u>Key Result Area 4</u></p> <p>Administration and Transparency</p>	<p>Actively manage and oversee the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> - maintaining accurate record keeping compliance that responds to the information required by Senior Managers, the Chief Executive and funding bodies - ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – Horizon, (and other data systems as required) - making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work-related commitments - ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.
<p><u>Key Result Area 5</u></p> <p>Service Excellence and Continuous Improvement</p>	<ul style="list-style-type: none"> - Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by: - actively demonstrating a commitment to Service Excellence across AFSS - demonstrated ability to function autonomously when required as well as a strong focus on teamwork - abiding by AFSS policies and procedures, and Strategic and Operational Plans - participating in continual improvement processes across all levels of AFSS, including staff professional development - act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services. - EEO/Diversity – All AFSS employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the AFSS and broader community.



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	<ul style="list-style-type: none"> - Probity – All AFSS employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. AFSS employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other AFSS employees. - Customer Service – All AFSS employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties. - Continuous Improvement – All employees at AFSS are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.
The Person	Person Specification
Qualifications	A minimum level qualification Cert IV with demonstrated relevant sector experience or tertiary qualifications in Social Sciences, Social Work, Community Services and related fields are desirable.
Experience	Experience in working closely with Aboriginal families and communities across South Australia. Experience in working in the out-of-home-care sector. Experience in working directly with foster, kinship and specific child only carers a distinct advantage.
Skills	The role requires the ability to engage well with kinship carers, their households and the children in their care. It also requires the ability to advocate and negotiate on behalf of kinship carer households with DCP and other service providers.
Knowledge	Working knowledge of the out-of-home-care sector in South Australia, and how this impacts on Aboriginal children, families and communities. A working knowledge of the Children and Young people (Safety) Act (2017) and Regulations highly desirable.
WHS	<p>AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, procedures and practices.</p> <ul style="list-style-type: none"> - Ensure understanding of and compliance with all current organization policies, procedures and work practices relevant to Occupational Health Safety and Welfare in the workplace - Take personal responsibility for adopting safe work practices in all activities undertaken including ensuring no activities undertaken will adversely affect the health safety and welfare of other persons - Obey all reasonable instructions in relation to health and safety at work - Participate in the development of site and agency based policies and procedures where required - All AFSS employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at AFSS as well as members of the public. <p>Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.</p>



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Travel	Some intrastate travel involving regular overnight absences. A requirement to drive to regional locations and to fly on smaller planes (REX) will also be required.
Licences & Screening	All AFSS positions require employees to hold and maintain a current South Australian Driver's Licence, Safe Environments, a Working With Children Check, National Police Check and a NDIS Employment Clearance. Fully vaccinated against Covid 19 or medical exemption
General	The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation .

Signatories

Employee's signature

Employer's signature (Chief Executive)

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Employee's name

Employer's name

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Date/...../.....

Date/...../.....