



# Kinship Assessment and Support Worker

Salary Range - \$84,849- \$88,703

Please note, due to the specific nature of this role, we are seeking an Aboriginal &/or Torres Strait Islander person to fill this role.

## 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 have excellent engagement skills a strong ability to provide high quality written assessments using the Winangay Kinship Assessment tool.

You will provide support to kinship carers who look after children and young people who come into our programme. 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 and 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 current unrestricted Australian 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.screening.sa.gov.au](http://www.screening.sa.gov.au).

## Ideally you will also have

A diploma level qualification in case management, mediation and negotiation, or community services or qualifications in Social Sciences, Social Work, Community Services and related fields are desirable.

Working in a not for profit agency you can salary sacrifice to increase your take home pay.

**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're a good fit for this job and send this with your resume to [recruitment@afss.com.au](mailto:recruitment@afss.com.au)

For more information please call Brigitte Goepfert on **0499 889 720 (Mon-Fri 9am-5pm)**

**Applications close 9.00 am Tuesday 7 June 2022**

**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.**



# Aboriginal Family Support Services

## Job and Person Specifications

Job Title: **Kinship Assessment and Support Worker, Aboriginal Kinship Care**

Employee Name:

Program Overview	AFSS Aboriginal Kinship Care Programme 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	This is a dual role. As the Kinship Assessment and Support Worker you will manage all elements of assessments for kinship carers using the Winangay Kinship Assessment Tool. This includes completion of face to face interviews with kinship carers and household members, documentation and analysis of assessment competencies and the gathering of additional reports including Health Checks, Referee Checks and Third Party Reports. The support role provides all elements of support to kinship care households. This included face to face visits, phone calls, email support, assistance in navigating the child protection system and other elements as required.
Reporting Relationships	The Kinship Assessment and Support Worker reports to the Manager, Aboriginal Kinship Care.
Funding	Department for Child Protection, Government of South Australia
Award/Salary	Social, Community, Home Care and Disability Services Industry Award 2010: Salary Range - Level 5
The Job	Job Specification
Key Result Areas	The Key Result Areas outline the key expectations of the Kinship Assessment and Support Worker, 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 specifically with AFSS Foster, Kinship and SCO Procedures. The Kinship Assessment and Support Worker will be required to participate in regular supervision against each of the Key Result Areas as detailed below.
<u>Key Result Area One</u> Kinship Carer Assessments	Complete comprehensive assessments on prospective kinship carers: <ul style="list-style-type: none"> <li>- Using the Winangay Resources Kinship Assessment Tool and seek independent medical, health, personal and third party referee reports to support the assessment</li> <li>- Liaise closely with the Carer Approval and Review Unit on any matters that impact on an assessment including finalising the assessment process</li> <li>- Able to attend assessment visits at kinship carer households in the greater Adelaide metropolitan area, including outside of business hours</li> <li>- To be completed within an 8 week period to ensure compliance with the KPI that all kinship assessments are completed with within 8 weeks of the commencement date.</li> </ul>
<u>Key Result Area 2</u> Maintaining and Reviewing Kinship Carer Registration	The Kinship Assessment and Support Worker is responsible for: <ul style="list-style-type: none"> <li>- Conducting planned face to face home visits, minimum every 6 weeks (noting that this support may need to be more regular as required) and email and phone communication as required</li> </ul>



# Aboriginal Family Support Services

## Job and Person Specifications

	<ul style="list-style-type: none"> <li>- Development and maintenance of an AFSS Carer Welcome and Information Pack for all new kinship households</li> <li>- Assisting and advocating on behalf of kinship carers including, but not limited to, Care Team Meetings, Annual Reviews, Care Concerns, DCP subsidies and payments and other related matters.</li> </ul>
<p><u>Key Result Area Three</u></p> <p>Training and Development</p>	<p>Coordinate and organise mandatory training for Kinship carers including but not excluding:</p> <ul style="list-style-type: none"> <li>- Carer orientation, Safe Environments - Through their Eyes, First Aid In Safe Hands, Cultural Awareness if required</li> <li>- Working closely with the AFSS Training Facilitator to source appropriate and relevant training and training resources that assist kinship carers to fulfill their roles as carers such as Trauma Informed Practice and Attachment Theory and other opportunities for increased learning and development for kinship carers.</li> </ul>
<p><u>Key Result Area Three</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"> <li>- Coordinate kinship carer attendance at DCP Carer Forums (Southern, Central and Northern)</li> <li>- Develop and implement an annual calendar of events that includes Foster and Kinship Carers Week, AFSS carer events and AFSS Carers Xmas Party</li> <li>- 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.</li> </ul>
<p><u>Key Result Area Four</u></p> <p>Administration and Transparency</p>	<p>Actively manage the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> <li>- Submitting high quality Winangay Assessments.</li> <li>- Ensure that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems</li> <li>- Actively participate in regular case direction and supervision.</li> <li>- 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</li> <li>- Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.</li> </ul>
<p><u>Key Result Area Five</u></p> <p>Service Excellence and Continuous Improvement</p>	<p>Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> <li>- Actively demonstrating a commitment to Service Excellence across AFSS.</li> <li>- Demonstrated ability to function autonomously when required as well as a strong focus on teamwork</li> <li>- Adhere to AFSS Strategic and Operational Plans, Policies and Procedures, Code of Conduct and Ethical Behaviour</li> <li>- Participating in continual improvement processes across all levels of AFSS</li> <li>- Acting as a positive Ambassador for AFSS during all interactions with clients, communities, partner agencies and services.</li> </ul>
The Person	Person Specification
Qualifications	A diploma level qualification in case management, mediation and negotiation, or community services or qualifications in Social Sciences, Social Work, Community Services and related fields are desirable.
Experience	Experience in working closely with Aboriginal families and communities



# Aboriginal Family Support Services

## Job and Person Specifications

	<p>across South Australia. Experience in working in the out-of-home-care sector.</p> <p>Experience in the use of the Winangay Kinship Assessment tool and writing high quality assessments and reports.</p> <p>Experience in working directly with kinship carers is a distinct advantage.</p>
Skills	<p>Excellent writing and analytical skills are required for this role. This includes the ability to document and transcribe assessment notes into identified competencies and to provide detailed written analysis of a kinship carers potential to provide care in line with assessment requirements and expectations.</p> <p>Excellent engagement skills 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.</p>
Knowledge	<p>Working knowledge of the out-of-home-care sector in South Australia, and how this impacts on Aboriginal children, families and communities</p> <p>working knowledge of the Children and Young people (Safety) Act (2017) and Regulations highly desirable.</p>
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>
Travel	<p>Some intrastate travel involving regular overnight absences may be required. A requirement to drive to regional locations and to fly on smaller planes (REX) may also be required.</p>
Licences / Screening	<p>All AFSS positions require employees to hold and maintain a current South Australian Driver's Licence, Safe Environments and a Working With Children Check and to be COVID vaccinated.</p>

### Signatories

Employee's signature

Employer's signature (Chief Executive)

.....

.....

Employee's name

Employer's name

.....

.....

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

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