



# Family Support Worker

## Coober Pedy

### Salary Range \$77,598 - \$85,383

**Aboriginal and 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**

Based in our Coober Pedy office this role focuses on the recruitment, assessment, training and ongoing support of Aboriginal families, recruited as Foster Carers to take children and young people into their homes. Typically, this can be for respite and emergency care but can also be for longer periods of time.

The role also involves intensive home based support work and advocacy for foster carers caring for Aboriginal children and young people who are unable to live with their birth families. AFSS Foster Carers provide a secure, stable and positive environment that caters for the physical, emotional and wellbeing needs of the children in their care.

#### **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 the AFSS Foster Carers who look after children and young people who come into care. You will work with AFSS Foster 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 also be responsible for ensuring quality case recording and completing data reports.

#### **To be successful you will need**

- A South Australian Working with Children Check (WWCC)
- A current South Australian Drivers Licence
- Unrestricted eligibility to work in Australia
- A Safe Environments for Children and Young People – Through their eyes Certificate
- 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 have**

- Qualifications in Social Work, Social Sciences or Community Services, or similar; or appropriate demonstrated knowledge and competencies

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 & Person Specification

**Then** tell us in a 2 page cover letter (that reflects the Key Result Area's found 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 Glenn Kerrigan on 0400 335 779 **(Mon to Fri 9am – 5pm)**

**Applications close 5pm Tuesday 16 August 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 are unlikely to consider your application.**



# Aboriginal Family Support Services

## Job and Person Specifications

Job Title: **Family Support Worker - OOH Regional Services**

Employee Name:

<p><b>Program Overview</b></p>	<p>AFSS Family Support Worker are responsible for the recruitment, assessment, training and ongoing support of foster carers across regional South Australia (Ceduna, Coober Pedy, Port Augusta, Port Lincoln). This includes: the active recruitment of Aboriginal and non-Aboriginal foster carers as options for the placement of Aboriginal children and young people who are unable to reside with their birth families; the assessment and training of prospective carers; the provision of culturally appropriate support for AFSS foster carers who have Aboriginal children and young people in their care; and a targeted referral and placement function to match and place Aboriginal children and young people in safe, secure and stable foster care placements at the request of the Department for Child Protection's Matching and Allocation Team (MAT).</p>
<p><b>Position Objective</b></p>	<p>Working in Out of Home Care Team (Family Based Care), Family Support Worker participate in the recruitment of new carer households, formally assess potential carer households to become AFSS foster carers, provide training and support and provide ongoing support, liaison and advocacy. Using the Step by Step and the Winangay Foster Carer Assessment Tools, AFSS work with potential foster carer households and take them through the assessment process from beginning to end. This includes relevant training, assessment of relevant competencies and other requirements in order to be formally approved and registered to be a foster carer and have children placed with them.</p>
<p><b>Reporting Relationships</b></p>	<p>Family Support Worker report directly to the Regional Manager. Regional Managers report directly to the Senior Manager Regional Services.</p>
<p><b>Funding</b></p>	<p>Department for Child Protection</p>
<p><b>Award / Salary</b></p>	<p>Social, Community, Home Care and Disability Services Industry Award 2010 - Salary Range: Level 4</p>
<p><b>The Job</b></p>	<p><b>Job Specification</b></p>
<p><b>Key Result Areas</b></p>	<p>The Key Result Areas outline the key expectations of the incumbent. They align with the requirements of the DCP Funding Agreement and with AFSS Vision, Mission, Guiding Principles and Strategic Plan. The incumbent will be required to participate in regular supervision against each of the Key Result Areas as detailed below.</p>
<p><u>Key Result Area One</u> Recruiting and Assessing our Carer Households</p>	<p>Conduct thorough and comprehensive assessments on prospective foster carers in accordance with the Step by Step and Winangay Foster Carer Assessment Tools including:</p> <ul style="list-style-type: none"> <li>- Completing relevant background checks of applicants including DCSI Child Related Employment Screening (CRES), medical and health reports and personal references</li> <li>- Compiling evidence and strength-based reports from information gained during assessment interviews using assessment templates (addressing competencies).</li> <li>- Liaising closely with the Carer Assessment and Registration Unit (CARU) on any matters that impact on an assessment including finalising the assessment process.</li> <li>- Able to attend assessment visits at prospective carers households, including outside of business hours.</li> </ul>
<p>Key Result Area Two Placement of Children and</p>	<p>Coordinate and facilitate all referral requests for placements from DCP (MAT):</p> <ul style="list-style-type: none"> <li>- Work closely with the OOH Team and the Manager to maintain an updated list of AFSS carers who are available at short notice to take placements of Aboriginal children and young people for Emergency, Respite, Short Term and Long Term care.</li> </ul>



# Aboriginal Family Support Services

## Job and Person Specifications

Young People	<ul style="list-style-type: none"> <li>- Respond to DCP (MAT) referral requests within 24 hours of receiving referrals for the placement of children and young people.</li> <li>- In consultation with the Manager and OOHC Team, identify and maintain a list of suitable placement options for the child or young person in accordance with AFSS Family Based Foster Care Policy and Procedures and the Aboriginal Child Placement Principle.</li> <li>- Coordinate the referral process in full consultation with other members of the team with the aim of ensuring AFSS, DCP (MAT), AFSS carers and the children and young people have clarity around the placement and placement details (time, transport, etc).</li> <li>- Participate in an on-call roster to respond to placement emergencies</li> </ul>
Key Result Area Three  Supporting our Carer Households	<p>Providing ongoing support for our foster carers:</p> <ul style="list-style-type: none"> <li>- Ensure an annual schedule of carer support functions including phone calls, home visits and other carer related activities are planned and maintained.</li> <li>- Participate in annual and or triennial – as required - carer reviews as per Step by Step, Winangay and DCP Carer Assessment and Registration Unit) requirements.</li> <li>- Actively involve carers in ongoing mandatory and other complimentary training that will assist them to carry out their roles.</li> <li>- Assist carer households to ensure that all children and young people in their care have an active and up-to-date Connection to Culture plan.</li> </ul>
Key Result Area Four  Administration and Transparency	<p>Actively manage 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"> <li>- Submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the funding body</li> <li>- Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM (and other data systems as required)</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>
Key Result Area Five  Service Excellence and Continuous Improvement	<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>- An ability to function autonomously when required as well as a strong focus on teamwork</li> <li>- Abiding by AFSS policies and procedures, Vision, Mission and Guiding Principles and Strategic Plan</li> <li>- Participating in continual improvement processes across all levels of AFSS</li> <li>- Act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.</li> </ul>
<b>The Person</b>	<b>Person Specification</b>
<b>Qualifications</b>	Qualifications in Social Sciences, Behavioural Sciences, Community Services and related fields are desirable but not essential. Child Safe Environments Trainer (desirable).
<b>Experience</b>	Experience in working with Aboriginal individuals, families and communities - or the ability to do so is essential.
<b>Skills</b>	Skills in report writing, managing multiple tasks and deadlines and in working closely and efficiently with a range of internal and external stakeholder's across the child protection system are highly desirable.
<b>Knowledge</b>	Demonstrated understanding and knowledge of the child protection system high-level organisational skills, communication skills, writing skills and an ability to



## Aboriginal Family Support Services

### Job and Person Specifications

	positively interact with AFSS staff, clients, key stakeholders and Aboriginal communities.
<b>WHS</b>	AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.
<b>Travel</b>	Intrastate travel may be required as part of this role and includes a requirement to fly on smaller planes (REX and Sharp).
<b>Licences / Screening</b>	All AFSS positions require employees to hold and maintain a current South Australian Drivers Licence, Safe Environments – Through their Eyes Certificate and Working With Children Check.
<b>Out of Hours</b>	Out of hours work (mainly weekday evenings) and overnight stays can be central parts of this role.