



Administrative Assessment Officer

Foster Care Services and Kinship Care

Salary Range \$73,823 to \$79,159

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 (ACCO) providing services to Aboriginal families and communities across South Australia for over 40 years.

Your new role

As part of the team based in metropolitan Adelaide, the Administrative Assessment Officer provides administrative and other support to the Managers, Assessment Officers, Carer Liaison Officers, Kinship Liaison Officers and the Matching and Placement Officer. The Administrative Assessment Officer assists and completes all associated administrative processes, data entry and all other tasks relating to the role to support the team in the recruitment of, and support of prospective and current foster carers and kinship carers. This includes being the first point of contact and response for prospective carers, ensuring that prospective carers meet compliance requirements including Working with Children Checks, Provide First Aid and Safe Environments Training.

We are looking for someone who:

- Can engage and support potential foster and kinship carers who are willing and able to care for Aboriginal children and young people who come into care.
- Can provide administrative support to the team and assist them in their work to complete assessments documentation and compliance requirements for potential carers.
- Arrange Meetings, send out agendas and minute taking.
- Has a strong commitment to social justice.
- Is energetic and engaging.
- Can persevere in the face of adversity.

To be successful you will need:

- A South Australian Working with Children Check (WWCC)
- A NDIS Worker Check
- A National Police Check
- Safe Environment – Though Their Eyes (formerly Child Safe Environments)
- Unrestricted eligibility to work in Australia
- A current South Australian Driver's License
- A minimum Certificate IV in a relevant area of study and appropriate demonstrated knowledge and competencies

Do not have a WWCC? You can apply on-line at www.screening.sa.gov.au

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 (J&P) Specification

Tell us in a 2-page cover letter (that addresses the Key Result Areas in the J&P) why you're a good fit for this job and send this with your resume to recruitment@afss.com.au

For more information, please contact Susie Crisa on 0499 889 720 **(9am-5pm Mon-Fri)**

Applications close at 9am on Friday 2 August 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 are unlikely to consider your application. AFSS reserves the right to commence interviews prior to closing date and may fill the roles if suitable candidates are identified.

Previous Applicants need not re-apply



Aboriginal Family Support Services

Job and Person Specifications

Position Details	
Position	Administrative Assessment Officer
Program	Foster Care Services and Kinship Care
Classification	Social, Community, Home Care and Disability Services Industry Award 2010 Level 3
Hours	Full Time
Hours per week	38
Duration	Ongoing
Fixed term / maximum term end date	Not applicable.
Location	Plympton
Reporting Relationships	The Assessment Administrative Officer reports directly to the Managers, Foster Care Services and Kinship Care. The Managers report directly to the Senior Manager Specialised Services.
Effective date	July 2024
Funding Sources	Department for Child Protection
Mandated Notifier	Aboriginal Family Support Services provides residential care services for children, and the incumbent, like all employees, is a Mandated Notifier as prescribed by the Children and Young People (Safety) Act 2017 (SA).



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Job and Person Specifications

Program Overview	
<p>AFSS Foster Care Services and Kinship Care teams recruit, trains, assesses, and supports AFSS carers across greater metropolitan Adelaide. The recruitment of carers includes Aboriginal and non-Aboriginal foster, Kinship, and specific child only carers as options for the placement of Aboriginal children and young people who are unable to live 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. A targeted referral and placement function to match and place Aboriginal children and young people in safe, secure, and stable family-based placements at the request of the Department for Child Protection.</p>	
Position Objectives	
<p>As part of a team based in metropolitan Adelaide, the Assessment Administrative Officer provides administrative support to the teams to assist in the assessment and support of prospective foster and kinship carers.</p>	
Job Specifications	
<p>Key Result Areas</p>	<p>The Key Result Areas outline expectations that AFSS has of its. Administrative Assessment Officer They align with AFSS Aspirations, Values and Strategic Plan and requirements as outlined in both State and Australian Government Service Agreements. The Administrative Assessment Officer will be required to participate in regular supervision with their Manager against each of the Key Result Areas below. They align with the requirements of the DCP Service Agreement and with AFSS Strategic and Operational Plans and AFSS Policies and Procedures.</p>
<p>Key Result Area One</p> <p>Assessment Requirements</p>	<p>The incumbent will provide support to the team by:</p> <ul style="list-style-type: none"> • Responding to prospective carer inquiries, paperwork, organizing and assisting with initial information exchange and home visits. • Completing paperwork and lodging Working with Children Checks for all prospective carer households which includes primary carers, household members and regular household guests. • Arranging medical reports for prospective carers through liaison with and between the prospective carers and their medical service. • Liaising with nominated referees to complete written references for prospective carers as part of the assessment process. <p>All administrative tasks, documentation, data recording and any other tasks as directed by the Managers.</p>
<p>Key Result Area Two</p> <p>Training Requirements</p>	<p>The incumbent will coordinates and arranges the following for prospective carers:</p> <ul style="list-style-type: none"> • Participation in Safe Environments – Through their Eyes and Infant Safe Training in liaison with AFSS Training Facilitator and Training Officer • Organizing (includes booking trainers, venues, catering, promotion, etc) Cultural Awareness Training for all prospective carers. • Organizing and the facilitation of prospective carer involvement and participation in Shared Lives Training.



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	<ul style="list-style-type: none"> • Participation in First Aid Training – consulting with prospective carers and training organizations.
<p>Key Result Area Three</p> <p>File Management</p>	<p>The incumbent will assist the team with the development of new prospective carers files:</p> <ul style="list-style-type: none"> • Assists with the establishment of hard copy files and CRM files for all new prospective carers. • Ensures that all relevant documents (WWCC, Medical Reports, Referee Reports, and Training Certificates) recorded on prospective carer’s hard copy and CRM file. • Assists team with the administrative processes required to lodge a completed assessment with the Carer Approval and Review Unit. • Support Placement Officer with tasks relating to carers; CRM file management. • All administrative tasks, documentation, data recording, gathering and storage of KPI data and any other task directed by the Manager.
<p>Key Result Area Four</p> <p>Administration and Transparency</p>	<p>The incumbent will be expected to actively manage and oversee the completion of all 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"> • Submitting high quality reports that are factual, clear, concise, and adequately respond to the information required by Manager, Senior Managers, the Chief Executive, and funding bodies. • Ensuring that client contact, and engagement is appropriately documented and recorded on AFSS data collection systems – CRM, DEX, H2H (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) lodged within appropriate timeframe.
<p>Key Result Area Five</p> <p>Service Excellence and Continuous Improvement</p>	<p>The incumbent will be expected to maintain an ongoing commitment to continuous improvement in the provision of services to internal and external stakeholders by:</p> <ul style="list-style-type: none"> • Actively demonstrating a commitment to Service Excellence across AFSS • Demonstrated application of the ability to function autonomously when required as well as a strong focus on teamwork. • Abiding by AFSS policies and procedures, Aspirations, Values and Strategic Plan • Participating in continual improvement processes across all levels of AFSS • Acting as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.
<p>Person Specifications</p>	
<p>Physical Requirements</p>	<ul style="list-style-type: none"> • This position requires regular home visiting, office based and meetings outside of the office. This may require travel, walking up stairs or parking and walking some distances and requires the ability to operate standard equipment and keyboards. • While performing the duties of this job, the employee may be regularly required to sit, stand, walk, talk, see, and hear. • Performing administrative duties that require use of a phone, computer, monitor, keyboard, and mouse.



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	<ul style="list-style-type: none"> • Standing or sitting for periods as required. • Speaking clearly so listeners can understand. • Undertaking light manual tasks that may involve forward or backward bending/twisting at the waist, pushing, pulling, lifting light objects, including shopping bags etc. • Driving an AFSS vehicle, in accordance with WHS requirements below.
<p>Psychological Requirements</p>	<ul style="list-style-type: none"> • Self-management – Ability to plan, Prioritise and organise your workload in a way that contributes to successful outcomes. • Able to remain calm whilst managing multiple tasks effectively. • Ability to adapt and respond appropriately in changing situations or when under pressure. • Be able to work under tight deadlines. • The employee must maintain emotional control under stress. • Ability to appropriately communicate with staff at all levels. • Ability to display a positive and helpful attitude. • Ability to take initiative, work independently and work with minimal supervision. • While performing the duties and responsibilities, needs to execute a set of manners, behavioral disposition, and etiquette. • Able to focus and be productive. • Excellent problem-solving skills and attention to detail. • Effective time management • Leadership requires wide range of Psychological Skills Including Strategic Thinking, Problem Solving, Communication and emotional Intelligence. • Problem-solving skills - Identify the problem and generate possible solutions.
<p>Qualifications</p>	<p>A minimum of a Certificate IV in Community Services/Youth Work or equivalent, or currently studying, knowledge and competencies. The incumbent must hold the minimum qualification as required by DCP service agreement.</p>
<p>Experience</p>	<p>Experience working with Aboriginal individuals, families, and communities - or the ability to do so is essential. Experience in the provision of support services to foster carers or knowledge of the roles of foster carers..</p>
<p>Skills</p>	<p>Skills in managing multiple tasks and deadlines and in working closely and efficiently with a range of internal and external stakeholders across the child protection system are highly desirable.</p>
<p>WHS</p>	<p>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.</p> <ul style="list-style-type: none"> • Ensure understanding of and compliance with all current organization policies, procedures, and work practices relevant to workplace 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.



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	<ul style="list-style-type: none"> • Follow the procedure regarding the use of AFSS vehicles in the workplace • To drive safely, in accordance with Australian Road Rules, SA (or other state if applicable) • To assist in maintaining AFSS vehicles in a safe condition, to conduct visual vehicle inspections, report suspected or unsafe vehicle conditions and to demonstrate safe driving practices to other road users. • All AFSS employees have an obligation to always work safely 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. Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them. <p>The incumbent must be fit to undertake the tasks of their role and be able to maintain this throughout their employment and will be required to report any condition, physical or psychological, or medication that impact their capacity to safely fulfil their role.</p>
Knowledge	Demonstrated understanding and knowledge of the child protection system, high-level organisational skills, communication skills, writing skills and an ability to positively interact with AFSS employees, clients, key stakeholders, and Aboriginal communities.
Travel	Intrastate and interstate travel involving overnight absences may be required in some roles. Including the requirement to fly on smaller planes and drive extensively in the regional areas.
Licences / Screening	<p>This position requires the incumbent to hold and maintain:</p> <ul style="list-style-type: none"> • Valid and full South Australian Driver's Licence • Safe Environments for Children and Young People Certificate • Working with Children Check • NDIS Worker Screening Check clearance • National Police Check
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.

Acceptance of Job and Person Specifications

Employee

Name:	
Signature:	
Date:	