

	<b>REF: JOB NUMBER: 131: 2010</b>  <b>Position Description</b>
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Position Title: Circle Caregiver Coordinator	
<b>LOCATION:</b>  Hargreaves Street Bendigo, Victoria.  <b>TENURE:</b> Permanent .6 Contract .4 to 30/6/2010	<b>CLASSIFICATION LEVEL:</b> In accordance with the St Luke's Anglicare Collective Agreement 2008. Social and Community Services Award (SACS) SW2, Year 1-3 \$47,765 – \$50,680 per annum Attractive salary packaging and tax benefits are offered with this position St Luke's also offers an above award additional one week of leave pa.
<b>TIME FRACTION:</b> (38 hours per week to 30/6/2010) Then 22.8 hours per week thereafter.	<b>REPORTING TO:</b> Program Manager, Caregiver Services Unit / Circle Program.

**AGENCY AND POSITION CONTEXT**

St Luke's Anglicare is a well-established non-profit community service organisation in rural Victoria and Southern NSW, with a 77 year history of providing support services to children, young people, families and individuals.

**Our Mission:**

We work within rural and regional communities to assist people to make positive changes, to be connected and to contribute to their communities. Our practices promote respect, hope and fairness and we challenge any actions that devalue, disadvantage and discriminate.

**Our Values:**

St Luke's promotes the following values in our work with clients, communities, colleagues, stakeholders and service partners:

- **Respect**
- **Hope**
- **Fairness**
- **Quality**
- **Community**
- **Commitment**
- **Openness**

**St Luke's service delivery:**

Service delivery at St Luke's is built around a commitment to social justice and strengths based client directed practice. A key objective is to promote community inclusiveness and build communities. Our motto, Respect Hope Fairness, emphasises our intention to build respectful partnerships with the individuals, families and the communities with whom we work.

**The Strengths Approach**

St Luke's is committed to strengths based and solution focused approaches in our work with clients, communities and colleagues. This approach orients us to focus first on listening and identifying the person's strengths and resources, to understand clearly their goals and aspirations for the future and to then support them in addressing any barriers or blockages. We believe this approach gives better outcomes than those that prioritise the identification of problems and deficits.

Strengths based, solution focused approaches enhance the capacities of individuals, groups, families, neighbourhoods and communities to deal with their own challenges. Empowerment results from being treated with respect and having strengths acknowledged and enhanced.

## **PURPOSE OF THE POSITION**

St Luke's is funded by the Department of Human Services to provide care for children and young people aged 0-18 across the Loddon Mallee region. The Agency also runs a Leaving Care program. This position services two discrete yet interconnected roles – Caregiver Coordinator in OOHC and Caregiver Coordinator – Circle Program.

The role sits within the Caregiver Services Unit and liaises across all home based care teams, as well as all programs across Children, Youth and Family Services.

The role of the Circle Caregiver Coordinator (Therapeutic Foster Care) is to recruit people from the community, or the existing St Luke's general carer pool, as Circle (Therapeutic) Foster Carers. The position leads the function of assessing, facilitating training, providing ongoing support and supervision to caregivers, which includes developing and maintaining the Circle Carer Network.

The key objectives of this position include:

- The delivery of Services effectively and efficiently within St Luke's stated mission philosophy, strategic plan and relevant services standards
- The effective conduct of the dual roles of Caregiver Services and Circle Caregiver Coordination
- To ensure that services are responsive to contractual and service needs.
- Contribute to decision making around the placement of children/young people.
- Recruitment, Assessment, Training and Support of Caregivers (Circle and general)
- Development and facilitation of the Circle Network.
- Consult and work collaboratively with key stakeholders
- To maintain a strong focus on pro-active team work.
- Actively recruit from the Indigenous community to participate in caregiving.
- Additional responsibilities or duties as may arise from time to time and be negotiated with the Team Leader, Program Manager, Senior Manager for Out of Home Care or the General Manager for Children, Youth and Family Services.

## **KEY RESPONSIBILITIES AND TASKS**

The key duties and tasks of this position include:

Generic:

- Active participation in team work in a manner that ensures a coordinated approach to services for children and young people at risk.
- To work with Child protection Services and the Intake, Foster Care, ACP and where appropriate, Permanent Care & Adoption and Residential Care teams, to ensure safety of children is paramount in the service delivery process.
- To maintain accurate and timely records and other relevant administration.
- To contribute to the organisational culture of Children, youth and Family Services through the Out of Home Care (OOHC) Program and the wider organisation.
- Operate effectively within both the Caregiver Services Unit and the Circle Program toward the recruitment, assessment, training, supervision and support of caregivers.

#### Circle Program:

- Contribute to the team approach to the Circle Program (Therapeutic Foster Care).
- Support systems and processes to enhance service delivery and planning.
- Facilitate Step by Step Victoria assessments and regular supervision of caregivers as outlined by the Department of Human Services Registration Standards for Community Service Organisations (RSCSO).
- To ensure carer support services are responsive to caregiver needs and in collaboration with caseworkers and the Take 2 Clinician as appropriate.
- Participate in Recruitment, Assessment, Training, Planning and Support
- Conduct and enhance the Circle Carer Network with functions, newsletter, forums etc.
- Contribute to the wider Caregiver Services network.
- Take responsibility for recruiting carers from all social and ethnic backgrounds, especially Indigenous Carers (to begin to redress a serious imbalance in this area).
- In a relief capacity, assist with case support work as appropriate.
- Maintain processes including CRISSP and Intake Protocols & Procedures.
- Attend team, agency and external meetings and training as required.

### **RESPONSIBILITIES AND AUTHORITY**

The position reports directly to the Program Manager: Caregiver Services Unit / Circle Program. The Circle role within the position sit within a 'matrix' type model and therefore requires considerable communication and liaison across a range of teams to collaborate toward achieving their respective goals.

St Luke's is the lead agency for the Circle Program, and operates in a strong partnership with the Take Two Program – Berry Street. Children Youth and Family Services interconnect with a range of stakeholders across its programs. The key stakeholders are the children and families with whom we work.

#### **Internal Stakeholders**

- Children Youth and Family Services
- Foster Care
- ACP
- ICMS
- Residential Care
- Permanent Care & Adoption
- Caregiver Services Unit
- OOHC Support Services Unit

#### **External Stakeholders**

- Families of children in placement
- Department of Human Services (Child Protection and Placement Coordination Unit)
- Caregivers and Care Teams
- Partnerships – esp Berry Street, Take Two Program
- Local and State Indigenous Community Groups, including the Victorian Child Care Agency (VACCA) the Bendigo District Aboriginal Cooperative (BADAC), and the Njernda Aboriginal Cooperative
- The communities to which the families connect through family, employment, education and recreation

## PERSONAL CHARACTERISTICS

Adhere to St Luke's policies and procedures, uphold confidentiality and value respect, honesty and be trustworthy. Hold a belief in the principles of strengths based practice and demonstrate it in practice with clients, partners and colleagues.

- Values:**
- Values and respects difference.
  - Believes that change is always possible.
  - Honours people's right to self-determination.
  - Is transparent and open to all.
  - Believes that clients are their own best experts.
  - Acknowledges there are social and cultural constraints which disempower some people.

- Knowledge:**
- Working with children/young people, families and carers.
  - Relevant practice models.
  - Current legislative frameworks (the Children and Young Persons Act, 2005)
  - The Victorian Child Protection System.
  - Attachment and Trauma theory (highly desirable)
  - Aboriginal Child Placement principles
  - Directions for OOHC

- Experience:**
- Working with children and families, preferably in an Out of Home Care setting.
  - Supervisory experience with a commitment to formal and informal daily support for caregivers
  - Assessment and placement of children and young people in care.
  - Communication, facilitation and conflict resolution skills.
  - Conducting and developing training and learning forums
  - Facilitating groups and processes.

## QUALIFICATIONS AND EXPERIENCE

Post-secondary qualifications in the field of Social Work, Social Welfare, or a related field (eg: Teaching, Child Care, Nursing) is mandatory. The successful applicant will be required to produce originals of their qualification/s.

Requirements include:

- Utilisation of computer (MS Office), internet and email and ability to readily adapt to an industry specific data base
- Participation / collaboration in and contribution to events and activities within the whole of Out of Home Care and at times, the wider Agency.
- The capacity to work flexible hours (with planning) according to demand
- A current Victorian Drivers Licence and the ability to travel throughout the servicing region.

## KEY SELECTION CRITERIA

1. Demonstrated competence and understanding of Child Protection Legislation and Out of Home Care practice in Victoria
2. Some knowledge of Out of Home Care (OOHC) placement and planning, child development, loss and grief and awareness around the impact of trauma and separation on children and young people.
3. A demonstrated ability to develop partnerships, liaise and consult effectively with a range of related services and partnerships.

4. Well developed written skills, including report writing, case notes and the use of a range of electronic data systems.
5. Well developed interpersonal communication skills including experience in effective dispute resolution and advocacy for clients.
6. Strong ability to problem solve, and facilitate creative solutions under pressure.
7. Highly developed organisational and time management skills.
8. Competent in recruitment, assessment, and training processes from a competency-based perspective

#### **PERFORMANCE REVIEW**

There is a 6-month probationary period with negotiated expectations for all positions within St Luke's. A performance review is conducted annually with all staff.

#### **OCCUPATIONAL HEALTH & SAFETY**

All employees are required to take reasonable care of your own health and safety and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must also co-operate with management, the OH&S Officer and reps with respect to action taken to comply with OH&S requirements.

#### **APPLICATION PROCESS**

Applications must include an up to date resume and a statement clearly addressing the key selection criteria. All candidates selected for an interview will be requested to provide contact details for three referees.

**We encourage all potential applicants to discuss the position prior to submitting an application.**

For further information about the position please contact **Barbara Hickingbotham, Program Manager, on 5440 1100.**

**Address your application marked:**                   **"Private & Confidential"**  
**Andrea Brown**  
**HR Personnel Officer**  
**St Luke's Anglicare**  
**P O Box 315**  
**Bendigo     3552**

**Employment E-mail:**                               [HR@stlukes.org.au](mailto:HR@stlukes.org.au)  
Applications may be posted, e-mailed, hand delivered.

**All applications close 5pm, 15<sup>th</sup> March, 2010.**