

**Position Description:
 Foster Care Coordinator, Fixed Contract**

REFOCUS strongly believes and knows in its experience in providing supports the importance of providing a holistic service to capture all the health and wellbeing needs of children and families by building on *strengths of families and communities and focusing on the four key principles of physical health, mental health, spiritual health and family health.*

Position Details

Title: Foster Care Coordinator

Work Location: North Lakes, Moreton Bay

Employment Type: Permanent Part-Time, 30hrs per week

Mandatory Requirement & Experience: Certificate, Diploma or Degree in Communities or Social Services and minimum of 2 year case manager or child protection sector

Salary Range:

\$27.80 - \$32.80 per hour

Position reports to: REFOCUS Team Leader and CEO

As a Foster Care Coordinator, you will:

- Screen Foster or and Kinship applicants by reviewing application information to determine if they meet standards for foster parenting.
- Receiving calls from individuals interested in fostering
- Providing Pre-Service and Child, Youth and Family Enhancement training.
- Completing home assessment following departmental Home Assessment Guide which includes face-to-face interviews with all family members and interviews with couples, household safety assessments of the home, contact reference, schools, other professionals as necessary.
- Placement assessment to provide appropriate placement for children where their needs are matched to the foster home's skill.
- Negotiate, plan and coordinate placement for children.
- Provide skills and Knowledge based training which includes research and development of training material.
- Ongoing assessment and evaluation of foster parents including an annual formal written evaluation.
- Facilitate conflict resolution between foster parents and department staff, e.g. working with biological family and possible resistance, fears of foster family, unclear expectation between each party in terms of service plan, department policies, entitlements of foster parents, etc.
- Educate foster families regarding all system/programs that impact them the foster child (Child Protection system, court system, Youth Justice System, Adoption, Licensing, etc.)
- Monitor Child Protection Service delivery in the context of the foster family to ensure optimal information, resources and direction for the foster families in their delivery of service to foster families. Evaluate foster families ability to meet service plan as established and advocate for additional responses as required and /or change in plan reflecting foster families situation or input.
- Collaborate with Child Protection case planning – help foster family understand case plan, help case worker understand dynamics or foster family and to mediate conflicts that arise as a result
- Organise and direct foster families involvement in community resources. ☐ Investigate allegations of abuse and/or neglect in foster homes.
- Provide clinical support relating to the outcome of investigations.

- Consult and participate in Administrative Review and Appeals.
- Supervision of foster families and Children. This is archived through monitoring the care provided to children and the foster parent work with biological families, selection, orientation and training, determining goals for ongoing professional/skill development, evaluation of performance and dealing with any issues/complaints. Develop, plan and facilitate support groups for foster parents. Coordinate, hire and evaluate specialized support service for foster parents.
- Assess and evaluate the skills and experience of foster parents transferring to our program for other programs using our program standards.
- Complete evaluation of children's needs to determine financial compensation to foster parents (e.g. Special Rates)
- Assisting foster families with permanency plans for child and dealing with their own separation and loss issues.
- Assist foster families to work with biological families.
- Assessment and monitoring of foster homes to ensure and/or determine if children are at risk of abuse. Foster families dynamics are continually changing and the family system is constantly stressed due to the high needs children placed in their home.
- Gather and assess all licensing requirements as per Child Protection Act and Policies annually from foster parents. Submit documents to business support in a timely fashion for approval.

As a member of the REFOCUS team, you will:

- Hold a current blue card and letter of suitability
- Contribute to enhancing the local child protection sector by identifying opportunities, gaps and potential or emerging issues; and initiate appropriate action where possible
- Record and report back on meetings, activities and progress to REFOCUS Management
- Disseminate or contribute to the dissemination of results of local research and evaluation activities to broader audiences by journal publications, conference presentations, reports and other means
- Collaborate with the REFOCUS Foster & Kinship team, Advisory groups and Management to ensure two-way information sharing within and between local stakeholders ie. Child safety, Placement services
- Attend all required Child protection and Foster & Kinship care development opportunities and participate in all relevant networks and communities of practice
- Utilise specific infrastructure and support provided
- Produce all communications and actions to be inclusive of Aboriginal & Torres Strait Islander community and community diversity, actively encourage community participation and empowerment with a genuine commitment to social justice, health equity and equality

Key Selection Criteria

Demonstrate your understanding and explain any relevant experience or learnings of the following:

- Your experience and knowledge of federal and state based legislation including child protection legislation relevant to service delivery.
- Demonstrate the important place of indigenous leadership, strengthening relationships with Elders, Aboriginal & Torres Strait Islander Communities, and working within a bicultural context
- Demonstrated ability to work in a fast paced and high demand (although rewarding) work environment, including working within agreed timeline parameters.
- Demonstrates an understanding and awareness of Aboriginal & Torres Strait Islander history and the generational impacts
- Demonstrated evidence of your well-developed oral and written communication skills across diverse groups
- Demonstrated evidence of your intermediate level skills in Microsoft Office Suite/Keyboard Skills and Databases

- Knowledge and understanding of the principles of client centred case management and demonstrated ability in applying such principles.
- Sound understanding of child protective issues and family support approaches. Understanding of issues facing children and families with complex family dynamics and needs.
- Demonstrated ability to build effective relationships with clients, including families with complex needs.

A Key Selection Criteria must be received with your cover letter and resume or your application will be eliminated from the recruiting process. Email Cover letter, Resume and Key Selection Criteria to bs@refocus.org.au