



## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Leaving Care Officer
<b>TEAM:</b>	Out Of Home Care (hereafter referred to as OOHC).
<b>LINE MANAGER:</b>	Leaving Care Coordinator
<b>KEY RELATIONSHIPS:</b>	The Leaving Care Officer will maintain primary relationships with the Regional OOHC Manager, Leaving Care Coordinator, OOHC Management and all other members of the KARI OOHC team, the children, young people, foster carers and birth families on the Caseworkers allocated caseload, and relevant NSW FACS child protection teams.
<b>BASE SALARY:</b>	\$60,000 (Level 1)
<b>TERMS AND CONDITIONS:</b>	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010. This role will require you to regularly work outside of the core business hours.
<b>PACKAGE BENEFITS:</b>	9.5% Superannuation paid to company of employees choice. Option for salary sacrifice paid to any employee debt or bill.

### 1. JOB PURPOSE

The Leaving Care Officer is responsible for overseeing the leaving care preparation process for **fifteen, sixteen and seventeen** year olds in KARI's OOHC Program.

The Leaving Care Officer will also support and assist the Leaving Care Coordinator to deliver workshops and programs to all leaving care age young people in KARI's OOHC Program.

This new role is innovative and changing in design. This role will progress and change with the new regulations from FACS and as we develop resources to support our young people leaving care. The Leaving Care Officer will be asked to contribute and generate ideas to help the Leaving Care Team developed

### 2. DUTIES AND RESPONSIBILITIES

- Conduct annual leaving care planning for every child fifteen, sixteen and seventeen years of age.

- Attend case conferences to provide an update on the leaving care planning for individual young people.
- Attend at least bi-monthly home visits with your caseload of fifteen, sixteen and seventeen year olds to assess, support and develop living skills and any additional visits as directed by your line manager.
- Attend all school meetings in relation to your caseload
- Support young people and their carers to achieve the outcomes within their respective leaving care plans.
- Provide peer support to the OOHC team, in particular provide Caseworkers with support and advice on leaving care issues.
- Assist with the Teenage Education Payment processes as directed by the Leaving Care Coordinator.
- Assist with the design and delivery of a range of living skills program and resources as directed by the Leaving Care Coordinator.
- Deliver a range of skill building workshops through networking with other services
- Maintain relevant data in relation to young people leaving care.
- Attend monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Participate in case reviews with your Line Manager
- Participate in sector level forums and interagencies as directed by the line manager.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

### **3. ELIGIBILITY REQUIREMENTS**

- Qualifications which may include University or TAFE certification that is relevant to the position.



- Demonstrated case management experience.
- Ability to work flexible hours as required.
- Possession of a current NSW Driver's License – minimum P2.
- Willingness to undertake a Working with Children Check.
- Demonstrated experience working with Aboriginal people
- Demonstrated knowledge of issues effecting Aboriginal people

#### 4. SELECTION CRITERIA

- Ability to demonstrate knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Experience in engaging adolescents and young adults.
- Experience in working with young people with a disability
- Excellent time management skills.
- Excellent verbal communication and interpersonal skills.
- Excellent report writing skills.
- Demonstrated skills around the areas of problem solving and innovation.
- Sound knowledge of mandatory reporting requirements/child protection legislation.
- Demonstrated capacity to network with key stakeholders.
- Experience working in or with an Aboriginal community.
- Excellent computer skills with knowledge of the Microsoft Office package of tools, Outlook and capacity to navigate the internet for work purposes.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI's policies and procedures.
- Ability to work co-operatively and respectfully with team members, foster carers, families and professionals from various agencies and cultural backgrounds.
- Ability to work regularly outside the core business hours

**Please Note:** In signing this Job Description, the employee acknowledges that they have read the document and understand its contents.

Employees Name:			
Signature:		Date:	
Authorised KARI Representative Name:			



Signature:		Date:	
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<b>APPROVED TO SAVE ON POLICY DRIVE AND DISTRIBUTE TO STAFF</b>			
<b>CASEY RALPH – CEO:</b>		<b>Date:</b>	