

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Carer Assessment Officer
LOCATION:	Liverpool
LINE MANAGER:	Recruitment and Assessment Coordinator
KEY RELATIONSHIPS:	Regional PSP OOHC, Recruitment and Assessment Coordinator, members of the community who may be potential carers as well as the Manager OOHC and all Caseworkers who contribute to assessments.
TERMS AND CONDITIONS:	Full Time as per contracts, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
BASE SALARY:	\$64,000 - \$70,000
PACKAGE BENEFITS:	9.5% Superannuation paid to company of employees choice. Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The Carer Assessment Officer is responsible for the development and facilitation of the foster carer assessment component of the Carer Recruitment and Assessment Team and is required to have a strong ability to plan, implement and deliver high quality assessments.

2. DUTIES AND RESPONSIBILITIES

- Assist with the development and implementation of appropriate strategies to recruit quality foster carers as required.
- Assist with the development of appropriate recruitment advertising strategies.
- Assist in developing appropriate policies and procedures relating to foster care recruitment.
- Assist in the delivery of foster care training as required.
- Attend to foster care assessments as allocated.
- Provide comprehensive reports on all allocated assessments.
- Contribute to the planning, implementation and review of all allocated assessments.
- Work in partnership with key external stakeholders including government, non-government and community based organisations where necessary.

- Maintain sound current knowledge of research and other information in relation to recruitment and assessment of foster carers in OOHC and best practice or innovative delivery responses for Indigenous communities.
- 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.
- 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

- Possession of a current NSW Drivers License – minimum P2.
- Willingness to undertake a Working with Children Check and National Police Check.

4. SELECTION CRITERIA

- Excellent communication and interpersonal skills.
- High level report writing skills.
- High level of computer literacy.
- Understanding of the Out of Home Care sector.
- Ability to demonstrate knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Good time management skills.
- 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.