

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	OOHC Coordinator- Aboriginal Identified
<b>TEAM:</b>	Restoration
<b>LINE MANAGER:</b>	Restoration Unit Manager
<b>KEY RELATIONSHIPS:</b>	The OOHC Coordinator will maintain primary relationships with the Restoration Unit Manager and all other members of the KARI OOHC and Restoration teams, the children, young people, birth families, carers and relevant NSW Department of Community and Justice (DCJ) child protection teams.
<b>TERMS AND CONDITIONS:</b>	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
<b>BASE SALARY:</b>	\$87,500
<b>PACKAGE BENEFITS:</b>	Superannuation as per Superannuation Guarantee Charge (currently 9.5%). Option for salary sacrifice paid to any employee debt or bill.

### 1. JOB PURPOSE

The OOHC Coordinator is responsible for achieving the best possible outcomes for Aboriginal children and young people placed in OOHC through the efficient and effective operational management of a highly functioning and well supported OOHC team including Caseworkers and wraparound services, in conjunction with the Restoration Unit Manager.

### 2. DUTIES AND RESPONSIBILITIES

- Provide leadership to a team of professional workers as allocated by the Restoration Unit Manager including:
  - Allocate individual caseloads and manage unallocated cases.
  - Ensure compliance with legal and staff management frameworks.
  - Supervise/undertake the processing of carer payments and the tracking of contingency payments.
  - Chair all referral meetings of children and young people to KARI with DCJ in keeping with agreed protocols.
  - Attend all case conference meetings/placement disruption meetings and any other relevant meetings in relation to individual children/young people and or carers.



- Supervise the completion of risk assessments covering staff, children and carers.
  - Provide professional monthly supervision for all staff in keeping with individually signed supervision contracts, maintain supervision files and notes and undertake annual staff performance appraisals.
  - Delegate and oversee tasks such as the coordination of carer recruitment campaigns and the subsequent assessment and training processes
  - Undertake dispute resolution procedures as required in relation to staff, carers and or other partner agencies and refer such matters to the Manager OOHC as and when required.
  - Supervise the Senior Caseworker when undertaking investigative interviews in relation to reportable conduct of carer and OOHC staff issues and ensure the completion of reports to the Ombudsman within prescribed timeframes.
- Maintain learning in relation to all legal requirements and changes to policy, practice and legislation that affects OOHC.
  - Complete Minimum Data Set, quarterly Service Specification and any other reporting requirements.
  - Participate in the on-call roster that provides out of hours emergency support to carers.
  - Work with DCJ, the KARI Clinic and other key stakeholders in the community as necessary and in conjunction with the Restoration Unit Manager.
  - Plan and facilitate annual team planning days and service development plans.
  - Contribute to the development of policies and procedures and ensure compliance with such policies in keeping with OCG standards of accreditation.
  - 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**

- Aboriginality.

- Three years full time equivalent work experience in a related field for those who hold a degree, or five years full time equivalent work experience for those who do not hold a degree.
- Possession of a current NSW Driver's License – minimum P2.
- Willingness to undertake a Working with Children Check and National Police Check.

#### **4. SELECTION CRITERIA**

- Relevant Qualifications
- Case management experience.
- Knowledge of child protection legislation and policy/procedures in relation to recognition and response to child protection issues.
- Knowledge of relevant legislation and organisations involved in the care and protection of children and young people.
- Experience in supervising a team.
- Knowledge of OH&S policy and implications for safe working environments.
- Ability to demonstrate knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Good time management skills.
- Ability to identify and build on strengths.
- Excellent communication skills.
- Experience of working in or with an Aboriginal community.
- High level computer literacy.
- Good 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.