

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Support Officer - Permanency
<b>LOCATION:</b>	All regions
<b>RESPONSIBLE TO:</b>	Manager Casework - Permanency Outcomes
<b>KEY RELATIONSHIPS:</b>	Restoration, Permanency Support Program (PSP)
<b>TERMS AND CONDITIONS:</b>	Full time
<b>AWARD CLASSIFICATION:</b>	NSW Social, Community, Home Care and Disability Services Industry Award 2010
<b>BASE SALARY:</b>	\$60,000 Full time
<b>PACKAGE BENEFITS:</b>	Superannuation as per Superannuation Guarantee Charge (currently 10%)

### 1. JOB PURPOSE

The Support Officer - Permanency will be part of the PSP's Restoration team and provide support to children and young people by assisting the relevant person with a variety of allocated activities including transport and supervision.

### 2. DUTIES AND RESPONSIBILITIES

- Provide transport to individual or groups of children, young people or adults.
- Escort children or young people in care to appointments as required and provide a written report to the relevant person.
- Supervise Contact visits between children or young people in care and their birth families or other significant people and provide a written report on the visit to the relevant person.
- Attend Case Conferences where the relevant person requests participation.
- Assist with casework functions as negotiated with the line manager.
- Provide In-School Support to children and young people as directed.
- Provide youth work support inclusive of mentoring to children and young people as directed.
- Participate in the planning, development and implementation of KARI Camps as directed.
- Participate in the planning, development and implementation of Vacation Care as directed.
- Provide administrative support.
- Undertake training as required.
- Other duties as directed.

## Team

- Undertake specific tasks allocated by the relevant person relating to the promotion and enhancement of the service.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment.

## Organisation

- Know and adhere to all KARI policies and procedures relative to the position.
- Maintain professional standards of practice contained in the Personnel, Professional Conduct Policy.
- Work within the Code of Conduct and Ethics at all times.
- Undertake safe work practices in keeping with WH&S policy to ensure the safety and security of children, young people, carers, one's personal and all other staff's safety and security.
- Advocate for KARI and Aboriginal people, children and young people in the sector.

## **SELECTION CRITERIA**

### Essential:

- Aboriginality
- Own vehicle with fully comprehensive insurance.
- Current NSW Drivers' License with minimum requirement P2.
- Willingness to undertake a Working with Children Check and National Police Check.
- Ability to place child restraints in your vehicle.
- Excellent communication and interpersonal skills.
- Demonstrated problem solving skills.
- Demonstrated computer literacy in Word.
- Good report writing skills.
- Demonstrated ability to work well within a team.
- Strong and reliable work ethic.

### Desirable:

- Experience working in a community service.
- Experience in working with or in an Aboriginal community.