

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	Intake Officer
<b>TEAM:</b>	Permanency Support Program (hereafter referred to as PSP).
<b>LINE MANAGER:</b>	Manager Intake and Assessment
<b>KEY RELATIONSHIPS:</b>	The Intake Officer will maintain primary relationships with Caseworkers and all other members of the KARI PSP team, foster carers and relevant NSW Community Services 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>	\$70,000 (Level 1)
<b>PACKAGE BENEFITS:</b>	Superannuation as per Superannuation Guarantee Charge (currently 10%). Option for salary sacrifice paid to any employee debt or bill.

### 1. JOB PURPOSE

The Intake Officer is responsible for monitoring and coordinating the movement of children within the Permanency Support Program.

The position also ensures KARI meets key contractual reporting requirements to both internal and external stakeholders.

### 2. DUTIES AND RESPONSIBILITIES

- Manage referrals and maintain relationships with DCJ teams and other referring agencies.
- Coordinate placement intake, exits, transitions and respites in collaboration with PSP colleagues.
- Use relevant systems to collect data and meet contractual reporting requirements.
- Complete all data reports to a high standard and within appropriate timeframes.
- Monitor, update and oversee online reporting mechanisms as per KARI contractual requirements
- Maintain carer profiles for the purposes of quality placement matching. Actively contribute to placement meetings and assess the suitability of proposed placements.
- Oversee movements in care to support carer payments processes.

- Maintain regular, effective and meaningful contact with key stakeholders.
- Positively encourage service users, carers and other agencies to provide feedback.
- 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 Driver's License – minimum P2.
- Ability to work flexible hours as required in response to the needs of the Permanency Support Program
- Willingness to undertake a Working with Children Check and National Police Check.

### **4. SELECTION CRITERIA**

- Tertiary Qualifications in a relevant field
- Experience working within the Community Services Sector in a voluntary or paid capacity.
- Ability to demonstrate knowledge and understanding of the issues affecting Aboriginal communities, families and children.
- Good time management skills.
- Good communication skills and ability to work as part of an PSP team.
- Strong analytical thinker with exceptional attention to detail.
- Understanding of Confidentiality and adherence to relevant principles.
- Experience of working in or with an Aboriginal community.
- Strong Excel skills and experience managing databases.
- 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.