

**JOB DESCRIPTION AND STATEMENT OF DUTIES**

JOB TITLE:	Leaving Care Officer
TEAM:	Permanency Support Program (hereafter referred to as PSP).
LINE MANAGER:	Leaving Care Coordinator
KEY RELATIONSHIPS:	The Leaving Care Officer will maintain primary relationships with the Regional PSP Manager, Leaving Care Coordinator, PSP Management and all other members of the KARI PSP team, the children, young people, foster carers and birth families on the Caseworkers allocated caseload, and relevant NSW Department of Communities and Justice (DCJ) child protection teams.
BASE SALARY:	\$70,000 (Level 1)
TERMS AND CONDITIONS:	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
PACKAGE BENEFITS:	10% 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 and sixteen year old's in KARI's Permanency Support Program.

The Leaving Care Officer will also support and assist the Leaving Care Coordinator to deliver workshops and programs to young people in KARI's PSP.

2. DUTIES AND RESPONSIBILITIES

- Conduct annual leaving care planning for every child fifteen and sixteen years of age.
- Attend case conferences to provide an update on the leaving care planning for individual young people.
- Attend regular home visits with young people to assess, support and develop living skills.
- Support young people and their carers to achieve the outcomes within their respective leaving care plans.
- Provide peer support to the PSP 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 workshops and resources as directed by the Leaving Care Coordinator.
- 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 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 National Police Check.

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.
- 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.