

## JOB DESCRIPTION AND STATEMENT OF DUTIES

<b>JOB TITLE:</b>	OOHC Support Officer
<b>LOCATION:</b>	Liverpool
<b>RESPONSIBLE TO:</b>	Manager Casework
<b>KEY RELATIONSHIPS:</b>	Will maintain primary relationships with the Manager OOHC and all other members of the KARI OOHC team, the children, young people, foster carers and birth families on the Caseworkers allocated caseload, and relevant NSW Community Services child protection teams.
<b>TERMS AND CONDITIONS:</b>	Full Time as per contracts, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
<b>BASE SALARY:</b>	\$56,000 (Level 1)
<b>PACKAGE BENEFITS:</b>	Superannuation as per Superannuation Guarantee Charge (currently 10%)

### 1. JOB PURPOSE

The OOHC Support Officer will provide support to children and young people by assisting the relevant person with a variety of allocated activities including transport, mentoring and contact visit supervision.

### 2. DUTIES AND RESPONSIBILITIES

- Provide transport to individual or groups of children, young people or adults inclusive of to and from contact visits and in-house therapy sessions.
- 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
- Provide mentoring to children and young people as directed.
- Participate in the Transition to School Program as directed.
- Attend Case Conferences where the relevant person requests participation.
- Perform other related duties as directed inclusive of administrative support.

- Undertake training as required.
- 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.

## **SELECTION CRITERIA**

### Essential:

- Aboriginality
- Current NSW Drivers' License with minimum requirement P2.
- Willingness to undertake a Working with Children Check and National Police Check.
- 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.