

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Support Officer - Restoration
LOCATION:	All regions
RESPONSIBLE TO:	Manager Casework - Restoration
KEY RELATIONSHIPS:	Restoration, Permanency Support Program (PSP)
TERMS AND CONDITIONS:	Full time
AWARD CLASSIFICATION:	NSW Social, Community, Home Care and Disability Services Industry Award 2010
BASE SALARY:	\$72,000 (Level 3)
PACKAGE BENEFITS:	Superannuation as per Superannuation Guarantee Charge (currently 10.5%)

1. JOB PURPOSE

The Support Officer - Restoration 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.

This is a cross-regional position responsible for achieving best possible outcomes for Aboriginal children, young people and their birth families

2. DUTIES AND RESPONSIBILITIES

- Provide transport to individual or groups of children, young people or adults.
- Facilitate, support and supervise contact between children and young people placed in care and their siblings, birth families and significant others.
- Complete high-level contact visit reports for court.
- Attend Case Conferences where the relevant person requests participation.
- Assist with casework administrative functions as negotiated with the line manager.
- Provide mentoring support to clients as directed by the line manager.
- 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 monthly group clinical supervision to ensure best practice service delivery.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake 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 partnerships between 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 and their birth families.
- 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.
- Other duties as directed.

SELECTION CRITERIA

Essential:

- Aboriginality
- Possession of a current NSW Driver's License – minimum 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.

- 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.