

	Position Title: Recruitment, Assessment and Training Case Manager	Team: Home Based Care		Region: Northern Office: Eaglemont
	Supervisor: Coordinator, Placement Capacity Development	Delegations and Authorities: In Line with Delegations Policy	Band: A Salary: SCHADS 5	Date Completed: August 2019

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>Berry Street aims to provide a high quality out of home care service that is responsive to the specific needs of children and young people who are at risk or who have experienced the trauma of family violence, child abuse and neglect. Berry Street aims to provide high quality foster carers who will provide a safe and nurturing environment for children and young people in care.</p> <p>Berry Street provides Foster Care services in the Northern Region of Metropolitan Victoria. The program provides General, Intensive and Complex Foster Care for children and young people who are unable to live with their own families. Most children and young people are placed in out of home care following child protection intervention. A small number are in care on a voluntary basis. Voluntary and statutory placements can be of a short or long term nature.</p>
	PRIMARY OBJECTIVES OF THE ROLE
	<p>The Recruitment, Assessment and Training Case Manager will be working to increase both the volume and the capacity of the carer pool. The Intake and Assessment is also jointly responsible for: managing carer inquiries; engaging the current carer pool; providing training to carers and prospective carers and assessing carers.</p> <p>The Recruitment, Assessment and Training Case Manager will be part of a team involved in the delivery of a comprehensive recruitment strategy with the aim of having a sufficient pool of trained and accredited carers to meet the needs of children requiring foster care</p>
	REPORTING RELATIONSHIPS
	<p>This is a permanent role and reports to the Coordinator, Placement Capacity Development who will provide supervision and review.</p> <p>This role has no direct reports.</p>
OUR VALUES	
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrate the capacity to negotiate and communicate with a range of professionals and individuals.
- Demonstrated ability to engage foster carers.
- Demonstrate an understanding of the foster care recruitment and retention space.
- Demonstrated ability to work effectively under supervision and within collaborative leadership teams to meet accountability requirements.
- Knowledge of the welfare system – preferably the home-based care area, community development principles, adult education principles and methods.
- Well-developed assessment skills congruent with the theories of attachment and trauma, or the ability to develop these skills demonstrated through other experience.
- Ability to work comfortably in fluid environment whilst maintaining high professional standards.
- Well-developed knowledge of the stages of child development, as well as a sophisticated understanding of life stages.
- Ability to effectively use and learn new computerised systems for data management.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Social Work or related field
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • To work with the Recruitment, Assessment and Training team to both increase the carer pool and increase the capacity of the current carer pool. • To conduct outreach to the community to actively recruit foster carers. • To participate in the initial screening of the suitability of applicants for the role of caregiver and ensure they are provided with relevant information. • To participate in the delivery of information sessions for prospective foster carers for the program. • To participate in the assessment of prospective carers utilising the state-wide, approved assessment framework “Step by Step” process. • To participate in the delivery of pre-accreditation training to prospective carers using the state-wide approved “Shared Stories, Shared lives” training package. • To participate in the development and delivery of on-going training requirements for accredited and approved carers, and work to engage the current carer pool to increase their capacity to provide placements. • Participation in the Home Based Care duty roster as required. • Berry Street supports White Ribbon, Australia’s campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
Administration	<ul style="list-style-type: none"> • Ensure that service delivery information is collected and recorded in a professional and timely manner and is consistent with the requirements of an agreed management information system. • To maintain carer records and files, utilising EDDI, CSNet and paper files as required. • Participate in Berry Street meetings as appropriate. • Ensure that statistical data is collected, forwarded to relevant parties in accordance with timelines. • Other duties as directed, including the management of specific portfolio responsibilities as appropriate.
Program Development	<ul style="list-style-type: none"> • To assist in the coordination and implementation of a recruitment strategy for foster carers within the Northern Region. • Participate in appropriate regional, area, state-wide and other forums to promote Berry Street (specifically Foster Care) and contribute to policy development.
Other	<ul style="list-style-type: none"> • Other duties as required.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional