



## POSITION DESCRIPTION

<b>Position Title:</b>	Foster and Kinship Care Worker (Part-time 0.5) Culturally Appropriate Foster and Kinship Care Program (CAFAKC) (Based in Atherton)
<b>Classification:</b>	Social Health Stream Level E Wuchopperen Health Service Workplace Agreement 2007
<b>Unit:</b>	Social Health Unit
<b>Reporting Relationship:</b>	Manager, Out of Home Care Program Social Health Unit

### Organisational Information:

Wuchopperen Health Service Limited is a community owned and managed organisation delivering holistic primary and social health care for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen Health Service's vision is to provide an efficient and effective community based primary health care service that is delivered in a culturally sound manner to meet the needs of Aboriginal peoples and Torres Strait Islanders.

Aboriginal self-determination and the fundamental right of every man, woman and child to access and receive appropriate health care, form the impetus of Wuchopperen's approach to improving health at the local community level.

Wuchopperen Health Service is based in Manoora, a short distance from the city centre of Cairns. Primary and social health care is also provided from Midin Clinic and the Social Health Unit in Atherton.

Wuchopperen Health Service's Manoora facility houses:

- Corporate Support;
- Primary health including general clinic and holds specialist clinics and chronic disease management;
- Oral health clinic;
- Health promotion and awareness programs; and
- Social health.

Wuchopperen Social health delivers a diverse range of social health programs. These include:

- Counselling and Support Program
- Substance Misuse Program
- Healthy Happy Families Program
- Child Wellbeing Program
- **Culturally Appropriate Foster and Kinship Care Program**
- Australian Nurse Family Partnership Program

**The Culturally Appropriate Foster and Kinship Care Program** provides a regional service specifically for Aboriginal and Torres Strait Islander children.

The regional service provision is to the geographic areas of those associated with the Child Safety Service Centre's for Child Safety, being - Cairns North, Cairns South, Innisfail and district, Atherton and district. Staff of the service will therefore be located in Cairns, Innisfail and Atherton.

**Purpose of Position:**

To provide quality and culturally appropriate placements for Aboriginal and Torres Strait Islander children and young people in out of home care. This is achieved through the recruitment, assessment and support of Aboriginal and/or Torres Strait Islander Foster and Kinship Carers, with the ultimate goal of securing and maintaining a stable placement for the child or young persons' time in care.

This position is one in a team of workers that delivers the Out of Home Care Program - Culturally Appropriate Foster and Kinship Care Service, which aims to be of high quality and best practice service delivery that meets 'Out of Home Care' Licensing requirements.

**Key Responsibilities:**

- Recruit Aboriginal and/or Torres Strait Islander Foster and Kinship Carers to meet the specific needs of Aboriginal and Torres Strait Islander children and young people within the targeted Out of Home Care Service Area.
- Contribute to the provision of training opportunities, including the minimum requirements of Pre-Service and Standards Training of the Department of Child Safety, for these Foster and Kinship Carers to support the placement of the children in care prior to the full assessment.
- Complete Foster and Kinship Carer Assessments at the initial and renewal stages and adhere to Department of Child Safety processes and timeframes for their completion.
- Effectively liaise and negotiate across a range of stakeholders including community, government, public and private sector organisations to develop and maintain knowledge of priorities, trends and aspirations within the region.
- Provide a quality support service to Carers, providing accurate and relevant responses to their enquiries. Resolve specific care-related problems efficiently, in a manner that positively contributes to the Carer/Service relationship.
- Contribute to the day to day direct service operations of the service in accordance with the relevant Standards ensuring delivery of high quality services and maintenance of clients' rights and confidentiality at all times.
- Work within the Practice Framework and the Risk Management Plan of Wuchopperen Health Service and identify and inform management of current or potential issues or risks that may impact on service delivery, the operations of the organisation and in particular, the safety of clients and staff.
- Positively represent the activities of Wuchopperen Health Service and assist in the development and maintenance of sound working relationships with relevant statutory, government and community agencies to facilitate good outcomes for clients.

- Work within the policies and procedures of Wuchopperen Health Service and ensure that the provisions of the Workplace Health and Safety Act are adhered to.

**Selection Criteria:**

**Your application for this position must include your CV and specifically address each of the assessment criteria listed below. Short listing and selection will be based upon these selection criteria.**

1. Tertiary qualifications in a relevant human service/social science field and a Certificate IV – Training & Assessment is highly desirable, however experience in working with Aboriginal and or Torres Strait Islander children and their families and/or in the area of child protection, out of home care, is essential.
2. Sound knowledge and understanding of and sensitivity to, the cultural and social issues that affect Aboriginal peoples and Torres Strait Islander peoples and an ability to articulate same when advocating for clients of the service.
3. Demonstrated experience and knowledge of the issues that relate specifically to Aboriginal and Torres Strait Islander children and young people of the child protection system and out of home care.
4. Highly developed interpersonal skills with an ability to accept and treat with courtesy and dignity, all people, regardless of race, gender, sexuality, religion, etc. with commitment to respect for client confidentiality.
5. Highly developed verbal and written communication skills, including the ability to effectively communicate with government and non-government organisations and with the general public.
6. Demonstrated ability to work with minimal supervision and as a member of a team including the ability to prioritise tasks and manage work with a high level of initiative in order to meet deadlines and Program objectives.
7. Demonstrated ability to actively participate in a working environment supporting quality human resource management practices including: employment equity, anti-discrimination, occupational health and safety and ethical behaviour.
8. Ability to work within the beliefs, vision, values and policies of Wuchopperen Health Service and to adhere to the provisions of the Workplace Health and Safety Act as they apply to Wuchopperen's services.

### **Additional Factors:**

- The Foster and Kinship Care Worker is required to perform After Hours Placement requests on a rostered system, between the hours of 5.00pm and 8.30am, requiring the rostered worker to be on-call to liaise with carers and recommend to the Department of Child Safety the most appropriate placement available.
- The Foster and Kinship Care Worker is an **Identified** position. It is a genuine occupational requirement that an *Identified* position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*.
- Please **provide two (Aboriginal and or Torres Strait Islander) Referees** who can confirm that you are of Aboriginal and or Torres Strait Islander descent, you identify as Aboriginal and or Torres Strait Islander person and an Aboriginal and or Torres Strait Islander community accepts you as an Aboriginal and or Torres Strait Islander person.
- Wuchopperen Social Health requires all Out of Home Care Program staff to wherever possible, participate in, and assist with the organisation of cultural and community events.
- Successful applicants will be expected to develop skills in operating office equipment associated with the position, particularly word processing and other computer programs.
- The Foster and Kinship Care Worker is responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (eg. email, internet and telephone). Staff must undertake these tasks in accordance with the organisations information management policies and procedures (eg. Record keeping, privacy, security and email usage).
- A non –smoking policy is effective in Wuchopperen Health Service's buildings, offices and motor vehicles.
- The Foster and Kinship Care Worker is a member of the field staff, and as such may be required to work outside of core business hours from time to time.
- Wuchopperen Health Service has a 3 month probationary period for new employees, and where required may nominate to extend the probationary period for a further 3 month period.

### **Essential Requirements:**

- The possession of a current Queensland driver's license.
- Applicants must be in possession of, or be eligible to apply for a 'Positive Notice (Blue Card) for Child Related Employment'.
- Wuchopperen Social Health requires all Out of Home Care Program staff to disclose a criminal history (including convictions which are not recorded) and/or criminal charges at the time of the interview.

Those applicants nominated for the position will also be required to consent to a formal criminal history check with the Queensland Police Service for the purposes of obtaining a 'Disability services positive notice card (Yellow Card) for working with persons who have a disability.

### **Referees**

Two referees are to be nominated, including the applicant's current supervisor.

**Applications addressing the selection criteria are to be received by no later than close of business on Monday 7 September 2009.**

Please address applications to:      Private & confidential:  
Lynette Yeates  
Human Resources Manager  
Wuchopperen Health Service  
PO Box 878  
MANUNDA    Q    4870

Or email to:                                      [hr@wuchopperen.com](mailto:hr@wuchopperen.com)