**Job Description Form**

**Senior Child Protection Worker Placement Services**

**Position Details**

**Position Number:**  Generic

**Classification:**  Specified Calling Level 2

**Award / Agreement:**  PSA 1992 / PSCSAA 2019

**Organisational Unit:** Community Services

**Location:** Various

**Classification Date:** June 2010

**Effective Date:** December 2020

**Reporting Relationships**

**This position reports to:**

Leader Child Protection, Specified Calling Level 3

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome-based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

The **Senior Child Protection Worker Placement Services** is responsible for:

* Providing services to children in the CEOs care in accordance with Part 4, Division 5 of the Children and Community Services Act 2004 and other relevant legislation to ensure the safety and protection of children.
* Providing and coordinating support to foster carers and promoting local practice in line with the Departments foster care partnership model.
* Working collaboratively and innovatively with District staff and foster carers, community groups and other stakeholders in building local capacity and resources to meet the placement and care needs of children and young people.
* Participates in planning decisions involving children in the CEOs care.
* Ensures Departmental Statutory obligations and practice standards are complied with in relation to placements of children in the CEOs care.

**Duties and Responsibilities**

**1. Children in Care**

1.1 Complies with the provisions of the Children and Community Services Act 2004 Part 4, Division 5 in relation to taking children into the care of the CEO.

1.2 Engages with children and families of children in care to promote and ensures their safety, wellbeing and development and assists field staff as required.

1.3 Supports children in care by ensuring that a Care Plan is in place as defined by Section 89 of the Children and Community Services Act 2004. To ensure that this Care Plan is reviewed on a regular basis and reflects the current circumstances of the child/ren in care, and to assist field staff in this area as required.

1.4 Undertakes more complex assessments of families and foster families to determine appropriate placement options for children in care which may also include family reunification and Leaving Care arrangements (Part 4, Division 5 and 6 of the Children and Community Services Act 2004).

1.5 In collaboration with case workers, ensures that children in the care of the CEO receive appropriate treatment and support services that address their individual needs including their physical and mental health, education and emotional wellbeing.

1.6 Assists Team Leaders and case workers in managing children in care and provides assistance in relation to case practice.

1.7 Contributes to decision making and the development of care plans for children at key transition points in the care continuum (i.e. entry, placement change, reunification and leaving care), ensuring that children and young people do not drift in care.

1.8 Promotes the use of assessment and planning tools to ensure that the care needs of children and young people across all developmental domains are planned, monitored and reviewed.

1.9 Ensures all child placement practices comply with departmental legislation, policies and standards. Provides a consultative and support service to staff, carers, local services and community groups in the area of care services, including alternatives to placement, placement options and matching to children’s needs.

**2. Supporting Carers**

2.1 Ensures that carers are supported to formally participate as a team member in assessment, planning and review of the child, and to participate in other child centred decision making that occurs outside of the Departments formal planning and review processes.

2.2 Ensures that carers are provided with full information about the foster child and their family to enable the carer to protect the foster child, their own children, other children in their care and themselves.

2.3 Ensures the provision of consultancy and debriefing services to carers as required.

2.4 Promotes and/or delivers professional support, peer support and mentoring activities to foster families.

2.5 Co-ordinates the development/provision of appropriate services/resources to meet the individual and general support and training needs of carers.

**3. Building Local Capacity to Meet Placement Needs**

3.1 Develops and implements strategies to build networks and partnerships with local communities and other stakeholders to meet the placement and care needs of children and young people.

3.2 Promotes the delivery of quality placement services that are culturally sensitive, actively engages families, responsive to the voices and needs of children and young people and which reflect best practice for children in care.

3.3 Contributes to and promotes collaborative working relationships and partnerships between departmental staff, carers, placement agencies, Create, Foster Care Association and the local community.

3.4 Ensures arrangements are in place for the recruitment, assessment, induction, review, registration and de-registration of General and Relative carers.

**4. Reporting & Policy Development**

4.1 Networks with other Senior Child Protection Worker Placement Services, sector representatives and policy staff for the purposes of contributing to the development and enhancement of service delivery standards and procedures.

4.2 Maintains up to date and accurate client information systems and records.

4.3 Contributes to the research, review and evaluation of care services practice and provide reports as required on the performance, compliance, trends and areas of concerns relating to practice in the local office.

**5. Administration**

5.1 Maintains electronic client records and case management data to Departmental standards.

5.2 Assists in the recruitment, supervision and training of other staff as required.

5.3 Contributes to Departmental research and evaluation of services as required.

5.4 Manages Departmental and Government resources in accordance with Government and Departmental policy.

5.5 Complies with the requirements of the Departments Administrative Manual 2009 and the Case Practice Manual.

**6. Other Duties**

6.1 Participates in emergency response management duties as required.

**7. Corporate Responsibilities**

7.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

7.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.

7.3 Undertakes other responsibilities as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated casework experience relating to children and young people in care, including assessment and matching.

2. Sound knowledge and understanding of issues and trends around alternative care of children and young people.

3. Demonstrated skills in building relationships, engaging, communicating and working with carers and other key stakeholders.

4. Understanding of and demonstrated experience in working with indigenous and culturally diverse families and communities.

5. A tertiary qualification in a social work, psychology, or a relevant human service area.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.

2. Appointment is subject to a Working with Children (WWC) Check.

3. Appointment is subject to a Departmental Record Check.

4. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.