**Job Description Form**

**Senior Officer Care Services**

**Position Details**

**Position Number:** Generic

**Classification:** Level 5

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Community Services / Service Delivery / District Office

**Location:** Metropolitan and Regional WA

**Classification Date:**

**Effective Date:** July 2024

**Reporting Relationships**

**This position reports to:**

District Director, 003336, Specified Calling Level 6 /

Assistant District Director, 006381, Specified Calling Level 4 /

Team Manager Child Protection, Various, Level 6 /

Team Leader Child Protection, Various, Specified Calling Level 3

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Role Statement**

The Senior Officer Care Services is responsible for:

• 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,

• providing and coordinating support to Foster Carers and promoting local practice in line with the Department’s Foster Care Partnership Model,

• establishing mechanisms and strategies to achieve quality care experiences and outcomes for children and young people in care, and

• delivering Placement Services and supports that are of high quality and meet the requirements of Departmental Policy and Practice Guidelines.

**Position Duties and Responsibilities**

**1. Supporting Carers**

1.1 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 Department’s Formal Planning and Review processes.

1.2 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.

1.3 Ensures the provision of consultancy and debriefing services to Carers as required.

1.4 Promotes and / or delivers professional support, peer support and mentoring activities to Foster families.

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

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

2.1 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.

2.2 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.

2.3 Contributes to and promotes collaborative working relationships and partnerships between Departmental staff, Carers, Placement Agencies, Create, FCA and the local community.

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

**3. Quality Care, Placement Services and Supports**

3.1 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.

3.2 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.

3.3 Ensures all child placement practices comply with Departmental Legislation, Policies and Standards.

3.4 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.

**4. Reporting and Policy Development**

4.1 Networks with other Senior Officers Care 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.

4.4 Participates in meetings, supervision and training as a contributing member of a Team.

**5. Other**

5.1 Supervises other staff or manages a small Office as required.

5.2 Manages resources in accordance with Government and Departmental policy.

**Corporate Responsibilities**

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

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

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**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. Demonstrated skills in promoting Quality Practice and Standards, including implementing diversity principles.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

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

3. Appointment is subject to a satisfactory Client and Child Protection 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.