

Job Description

Carer Advocate

Connecting Foster & Kinship Carers - SA Inc (CF&KC-SA) is the peak representative body for Foster and Kinship Carers (Carers) in South Australia.

CF&KC-SA aims to ensure the voice of all South Australian Foster and Kinship Carers is represented and their rights upheld, whilst the care for their children and young people.

CF&KC-SA is committed to ensuring Foster and Kinship Carers are recognised, valued and supported to remain focused on their families – with the confidence and continued capacity to raise children and young people to recover from trauma, regain their potential and enjoy a positive future.

Position title:	Carer Advocate
Position purpose:	The Carer Advocate will promote the rights specifically for Foster & Kinship Carers in SA by providing individualised advocacy services, working collaboratively with the Department for Child Protection (DCP), Foster Care agencies, Kinship Care teams in addition to delivering programs and activities to facilitate the voice of Foster & Kinship Carers and improve the out-of-home care system
Position reports to:	Senior Advocate
Position location:	Role will be based at Prospect with intra- and inter-state travel required
Industrial instrument:	The <i>Fair Work Act 2009</i> and the Social, Community, Home Care and Disability Services Industry Award 2010
Terms of employment:	Fixed term contract
Salary:	Social and Community Services, Level 4

Key Responsibilities:

Work under the general direction of the Senior Advocate and as part of a team to:

- Provide individualised services to Foster & Kinship Carers including by:
 - responding promptly and effectively to enquiries and requests for support;
 - ensuring Foster & Kinship Carers have a voice in matters that affect them and their families;
 - providing guidance to enable Foster & Kinship Carers to exercise choice and make decisions;
 - advocating for Foster & Kinship Carers and facilitate contact and communication between relevant parties;
 - providing assistance and effective support to Foster & Kinship Carers to navigate the process of seeking internal and external reviews of DCP decisions and within the Youth Court setting; and
 - working collaboratively with DCP, Foster Care agencies, Kinship care teams and other stakeholders.
- Deliver statewide services, including by:
 - promoting CF&KC-SA to the wider community;
 - representing CF&KC-SA at sector events; and
 - designing and presenting community education and community development activities.

- Support operational functions, including by:
 - maintaining records and data management;
 - applying for grants;
 - engaging in quality accreditation processes;
 - supervising volunteers and students – setting priorities and monitoring work; and
 - assisting with special projects.

Selection Criteria:

The successful applicant will meet the following criteria:

1. Previous experience in a similar role or as a registered Foster and/or Kinship carer
2. Tertiary qualifications in Social Work, Law, Allied Health, Community Services or related field
3. Proven ability to undertake the key responsibilities outlined above
4. Demonstrated knowledge of the social and legal issues pertaining to Foster & Kinship care; an understanding of the child protection sector and the how reforms impact Carers
5. Outstanding verbal, non-verbal and written communication skills, with the ability to listen, clarify, explore options and provide advice leading to satisfactory resolution of problems
6. An ability to communicate with a diverse range of individuals and services, including Aboriginal communities, culturally and linguistically diverse communities
7. Exceptional customer service skills with a high level of competency in conflict resolution and the ability to remain calm and focused in challenging situations
8. Proven ability to connect Foster & Kinship Carers with services and programs to meet their needs
9. Proven ability to build and sustain positive working relationships and networks with internal and external stakeholders
10. Skills in managing time, setting priorities and organising work to meet agreed timeframes
11. Proven ability with Microsoft Office applications
12. Knowledge of statutory requirements and workplace practices
13. Knowledge of trauma informed and restorative practice; developmental delays and disabilities; Aboriginal and Torres Strait Islander communities and CALD communities

Applicant Notes:

It is expected that the successful applicant will have:

- A current South Australian drivers licence
- A satisfactory National police clearance
- A current Working With Children Check
- Attended Child Safe Environments training in the past 3 years (or be willing to attend) and maintain this training
- Australian citizenship or permanent residence status
- Access to a fully registered and maintained motor vehicle with a minimum third party property insurance