



Job Package

Foster Care Manager

Pathfinders Ltd

Pathfinders is a large community-based organisation providing, Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, Disability services and Out of Home Care services, including Foster Care. Services are located across the New England and North West Tablelands and Family Referral Services in the Mid North Coast Regions of NSW. Pathfinders' vision is that all children, young people and their families will have a home where they feel they belong, are free from abuse and neglect, are able to achieve their full potential and are supported by appropriate and timely community services.

Foster Care Manager

This position is responsible for delivering a quality, flexible, accountable Foster Care/kinship care service across New England and North West region. The Foster Care Manager will be responsible for leading a team of caseworkers and ensuring and promoting program sustainability over the short-, medium- and long-term to ensure all Pathfinders Foster Care children and young people receive appropriate and quality care.

Essential criteria

- A tertiary qualification in Social Work, Psychology, or related behavioural sciences at degree level with substantial experience in foster care.
- The ability to manage and effectively lead a multi-disciplinary team with well-developed leadership, team building and management skills and relevant experience.
- Comprehensive understanding of the legislative requirements that operate for the care and protection of children within the Out-of-Home Care System.
- Demonstrate highly developed verbal and written communications skills including formal report writing.
- Demonstrate applied knowledge of financial management systems and ability to monitor budgets.
- Demonstrate interpersonal skills including negotiation and conflict resolution.
- Demonstrate alignment to Pathfinders Philosophy and strategic objectives.
- Demonstrate a deep understanding of the issues facing children and young people in foster care.
- Demonstrate a comprehensive understanding of the issues facing Foster Carers in providing care to children and young people with a disability in out-of-home care placements.
- Experience and demonstrated ability with implementing a performance management system.
- Possess a current Working With Children Check, Criminal History Check and current driver's licence.

Desirable criteria

- Demonstrate an understanding of contemporary positive approaches to challenging behaviour.
- Demonstrate a working knowledge of the local and regional service network.

Enquiries

Application Enquiries – Beth Ford (02) 6771 1527 or 0407 176 035 or email: bethf@pathfinders.ngo

Position Enquiries – Sally McLennan, Senior Manager Out-of-Home Care email: sallym@pathfinders.ngo

Guide for applicants

Pathfinders observes EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR
3. Place application in an envelope marked “Confidential” and post to:

Human Resources
Pathfinders Ltd
P O Box 1052
ARMIDALE NSW 2350

Applications must be received by close of business Friday 20 October 2017

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.



Position Description

Foster Carer Manager

Position Title:	Foster Carer Manager
Responsible to:	Senior Manager of Out-of-Home Care
Supervises:	Case Workers
Position Status:	Permanent Full-Time
Salary:	Salary negotiable and salary sacrifice option
Hours:	Normal business hours but will include some after hours.

Purpose of position

The Foster Care Manager is responsible for leading, directing and overseeing the growing Pathfinders Out-of-Home Care Foster Care Program through the delivery of high quality services with the support of the Foster Care team. The position holder leads a team of caseworkers to ensure all children in the program receive quality care. The manager will tend to all day-to-day management responsibilities for the program and ensure all functions of the service are operating effectively, including but not limited to, overseeing training, recruitment, support and assessment while supporting ongoing program sustainability. The Foster Care Manager is required to actively participate in strategic planning and have the skills and attributes to engage children, young people and carers in building positive relationships to maximise the potential for successful and stable

placements. Adherence to NSW OoHC standards, related legislation and a collaborative working relationship with regulatory bodies is essential. As a management position in the organisation, the role requires leadership, excellent communication and team building qualities.

Specific tasks and responsibilities

Manage Casework Staff

- 1) Supervision - provide bimonthly formal supervision to team members.
- 2) Work Load Planning - review workloads monthly and assist team with time management.
- 3) Support - provide informal support, debriefing, on call and case discussions.
- 4) Monitoring - conduct regular file reviews and provide feedback to staff.

Manage the Foster Care Program

- 5) Manage referrals – placement matching, negotiating with FaCS.
- 6) Work collaboratively with the Foster Care trainers/recruiters and support staff where required.
- 7) Investigate Allegations – lead and organise investigations within the expected timeframes.
- 8) Review and approve assessments, case plans, court reports and behaviour management plans.
- 9) Attend meetings – participate in case planning meetings, case management transfer meetings, organise monthly team meetings and attend regional meetings when required.
- 10) Future Planning – work collaboratively with Pathfinders Executive to develop strategies to ensure the ongoing stability and future growth of the foster care program

Manage External Partnerships

- 11) FaCS (Family and Community Services) – report child protection concerns.
- 12) NSW Ombudsman – provide professional reports when required, follow procedures when investigating allegations.
- 13) NSW Office of the Children’s Guardian (OCG) – Maintain accreditation standards.
- 14) NGO partners and stakeholders – work with community partners to provide high-quality care for children and young people in OoHC. (schools, police, health, NGOs, etc)
- 15) Working with families in a professional collaborative manner (care and birth).
- 16) Be able to work in high stress/high pressure environments.

Key Accountability Requirements

- 17) FaCS – Follow contracting guidelines for reporting to FaCS.
- 18) NSW Standards of OoHC – ensure the program meets standards and is reflected in Policy and casework.
- 19) Pathfinders Operational Policy and Procedure – ensuring it is updated to reflect sector changes.
- 20) Work Health and Safety – to have awareness and conveyance of regulations.
- 21) Pathfinders Finance team – ensure the program remains within budget.

PATHFINDERS - VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

PATHFINDERS - MISSION

To empower people to live with hope and equal opportunity to achieve their potential.

PATHFINDERS - VALUES

Belonging – We are a valued part of our communities and we help others to belong.

Mastery – We believe in and encourage others to reach their full potential.

Independence – We encourage individuals to think for themselves, to participate in the life of the community and be responsible for their actions.

Generosity – We give generously of ourselves.

PATHFINDERS PURPOSE

Pathfinders Ltd is a not-for-profit company limited by guarantee operating across the New England and North West Tablelands and Mid North Coast of New South Wales. Pathfinders operates a number of programs and services based on promoting youth and family welfare.

Pathfinders' programs and services include:

- Pathfinders National Aboriginal Birth Certificate Program
- Specialist Homelessness Services including our Women and Children's Refuge
- Support Your Path
- Aboriginal Transition to School Program
- Links to Learning
- Youth social, recreational and vocational centres and programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Refuge and supported accommodation services to young people
- Regional youth centre providing vocational skills development, education and accreditation
- Full-time residential support for young people in out-of-home-care
- Youth drop-in support centre
- Child protection and family referral services

- Provision of long-term residential out-of-home-care services and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Parenting and family strengthening workshops and information sessions
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families
- Field placements and training for local TAFE and University students seeking employment in human services

Pathfinders aims to improve the quality of life and well-being for each individual that comes in contact with one of its services, whilst also benefitting the larger communities it works within. Pathfinders is passionate about working towards ensuring every individual is given the right opportunities to become a valued and contributing member of our society.