



Aboriginal Family Support Services  
Together with the community

# Kinship Assessment and Support Worker

## Murray Bridge | Full time

### Salary Range - \$93,880- \$98,128

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

#### **Your new employer**

Aboriginal Family Support Services is a lead, Aboriginal Community Controlled Organisation that has been providing services to Aboriginal families and communities across South Australia for over 40 years.

#### **Your new role**

Aboriginal Kinship Care & Family Based Care delivers a state-wide, culturally responsive service that includes assessment, training, advocacy, support and referral services to kinship carers who are caring for Aboriginal and Torres Strait Islander children and young people. Through this program, kinship carers will be well supported and well placed to keep the Aboriginal children in their care safe, healthy and connected to their Aboriginal cultures and communities.

#### **Who we are looking for**

You will be passionate about advocating for and improving the lives of Aboriginal children and their health and wellbeing. You will have excellent engagement skills a strong ability to provide high quality written assessments using the Winangay Kinship Assessment tool.

You will provide support to kinship carers who look after children and young people who come into our programme. You will work with kinship carers and help them find solutions to provide safety and improved wellbeing for the children in their care.

You will have a strong commitment to social justice. You will be energetic and engaging and able to persevere in the face of adversity. To succeed in this demanding but rewarding role you will need strong relationship building and communication skills.

#### **To be successful you will need**

- A South Australian Working with Children Check (WWCC)
- A NDIS Worker Check
- A National Police Check
- A current unrestricted South Australian Drivers Licence
- A Safe Environments for Children and Young People – Through their Eyes Certificate
- Unrestricted eligibility to work in Australia

Don't have a WWCC? You can apply on-line at [www.screening.sa.gov.au](http://www.screening.sa.gov.au).

#### **Ideally you will also have**

A diploma level qualification in community services or tertiary qualifications in Social Sciences, Social Work and related fields are desirable.

Working in a not for profit agency you can salary sacrifice to increase your take home pay.

**If this sounds like you** scroll down to view the Job & Person (J&P) Specification

**Then** tell us in a 2 page cover letter (addressing the criteria in the J&P) why you're a good fit for this job and send this with your resume to [recruitment@afss.com.au](mailto:recruitment@afss.com.au)

For more information please call Susie Crisa on **0499 889 720 (Mon-Fri 9am-5pm)**

**Applications close 9.00 am Wednesday 31 July 2024**

**We look forward to receiving your application, however if you do not provide a 2 page cover letter addressing your skills and experience against the Job and Person Specification we will not consider your application. AFSS reserves the right to commence interviews prior to closing date and may fill the roles if suitable candidates are identified.**



# Aboriginal Family Support Services

## Job and Person Specifications

Job Title: Kinship Assessment and Support Worker, Aboriginal Kinship Care

Employee Name:

Program Overview	AFSS Aboriginal Kinship Care Programme and Family Based Care, delivers a state-wide, culturally responsive service model that provides for the assessment, training, advocacy, support and referral services to kinship carers who are caring for Aboriginal and Torres Strait Islander children and young people. Through this program, kinship carers will be well supported and well placed to keep the Aboriginal children in their care safe, healthy and connected to Aboriginal cultures and communities.
Position Objective	This is a dual role. As the Kinship Assessment and Support Worker you will manage all elements of assessments for kinship carers using the Winangay Kinship Assessment Tool. This includes completion of face-to-face interviews with kinship carers and household members, documentation and analysis of assessment competencies and the gathering of additional reports including Health Checks, Referee Checks and Third Party Reports. The support role provides all elements of support to kinship carer households. This included face to face visits, phone calls, email support, assistance in navigating the child protection system and elements as required.
Reporting Relationships	The Kinship Assessment and Support Worker reports to the Manager, Aboriginal Kinship Care
Funding	Department for Child Protection, Government of South Australia
Award & Salary	Social, Community, Home Care and Disability Services Industry Award 2010 - Salary Range: Level 5
The Job	Job Specification
Key Result Areas	The Key Result Areas outline the key expectations of the Kinship Assessment and Support Worker, Aboriginal Kinship Care. They align with the requirements of the DCP Service Agreement and with AFSS Strategic and Operational Plans, AFSS Policies and Procedures generally and specifically with AFSS Foster, Kinship and SCO Procedures. The Kinship Assessment and Support Worker will be required to participate in regular supervision against each of the Key Result Areas as detailed below.
<u>Key Result Area 1</u> Kinship Carer Assessments	Complete comprehensive assessments on prospective kinship carers: - Using the Winangay Resources Kinship Assessment Tool and seek reports to support the assessment - Liaise closely with the Carer Approval and Review Unit on any matters that impact on an assessment including finalising the assessment process - Able to attend assessment visits at kinship carer households in the greater Adelaide metropolitan and inner regional areas, including outside of business hours - To be completed within an 8-week period to ensure compliance with the KPI that all kinship assessments are completed within 8 weeks of the referral date. - Clients to have face to face home visits within 7 days of referral.



# Aboriginal Family Support Services

## Job and Person Specifications

<p><u>Key Result Area 2</u> Maintaining and Reviewing Kinship Carer Registration</p>	<p>The Kinship Assessment and Support Worker is responsible for: conducting planned face to face home visits, minimum every 8 weeks (noting that this support may need to be more regular as required) and email and phone communication as required development and maintenance of an AFSS Carer Welcome and Information Pack for all new kinship households assisting and advocating on behalf of kinship carers including, but not limited to, Care Concerns. DCP subsidies and payments and other related matters.</p>
<p><u>Key Result Area 3</u> Training and nurturing of Carers</p>	<p>Coordinate and organise mandatory training for Kinship carers including but not excluding:</p> <ul style="list-style-type: none"> <li>- Carer orientation, Safe Environments - Through their Eyes, In Safe Hands and Cultural Awareness if required</li> <li>- Working closely with the AFSS Training Facilitator to source appropriate and relevant training and training resources that assist kinship carers to fulfil their roles as carers such as Trauma Informed Practice and Attachment Theory and other opportunities for increased learning and development for kinship carers.</li> </ul>
<p><u>Key Result Area 4</u> Carer Forums, Events and Activities</p>	<p>Lead the engagement of kinship carers in activities and events: coordinate kinship carer attendance of AFSS Carer groups and DCP Carer Forums, develop and implement an annual calendar of events that includes Foster and Kinship Carers Week, AFSS carer events and participate in, contribute and organise activities that respond to significant annual anniversaries and events including National Sorry Day, Reconciliation Week, NADOC, Aboriginal Children's Day and the Spirit Festival.</p>
<p><u>Key Result Area 5</u> Administration and Transparency</p>	<p>Actively manage the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> <li>- Submitting high quality Winangay Assessments.</li> <li>- Ensure that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems</li> <li>- Actively participate in regular case direction and supervision.</li> <li>- Making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work related commitments</li> <li>- Ensuring that Application for Leave forms and supporting documentation (Medical Certificates) are lodged within appropriate timeframes.</li> </ul>
<p><u>Key Result Area 6</u> Service Excellence and Continuous Improvement</p>	<p>Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> <li>- actively demonstrating a commitment to Service Excellence across AFSS</li> <li>- demonstrated ability to function autonomously when required as well as a strong focus on teamwork</li> <li>- abiding by AFSS policies and procedures, and Strategic and Operational Plans</li> <li>- participating in continual improvement processes across all levels of AFSS</li> <li>- act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.</li> <li>- EEO/Diversity – All AFSS employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the AFSS and broader community.</li> <li>- Probity – All AFSS employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain</li> </ul>



# Aboriginal Family Support Services

## Job and Person Specifications

	<p>either directly or indirectly. AFSS employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other AFSS employees.</p> <ul style="list-style-type: none"> <li>- Customer Service – All AFSS employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.</li> <li>- Continuous Improvement – All employees at AFSS are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.</li> </ul>
The Person	Person Specification
Qualifications	A diploma level qualification in community services or Tertiary qualifications in Social Sciences, Social Work and related fields are desirable.
Experience	<p>Experience in working closely with Aboriginal families and communities across South Australia. Experience in working in the out-of-home-care sector.</p> <p>Experience in the use of the Winangay Kinship Assessment tool and writing high quality assessments and reports.</p> <p>Experience in case management and working directly with kinship carers is a distinct advantage.</p>
Skills	<p>Excellent writing and analytical skills are required for this role. This includes the ability to document and transcribe assessment notes into identified competencies and to provide detailed written analysis of a kinship carers potential to provide care in line with assessment requirements and expectations.</p> <p>Excellent engagement skills with kinship carers, their households and the children in their care. It also requires the ability to advocate and negotiate on behalf of kinship carer households with DCP and other service providers.</p>
Knowledge	Working knowledge of the out-of-home-care sector in South Australia, and how this impacts on Aboriginal children, families and communities working knowledge of the Children and Young people (Safety) Act (2017) and Regulations highly desirable.
WHS	<p>AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.</p> <ul style="list-style-type: none"> <li>- Ensure understanding of and compliance with all current organization policies, procedures and work practices relevant to Occupational Health Safety and Welfare in the workplace</li> <li>- Take personal responsibility for adopting safe work practices in all activities undertaken including ensuring no activities undertaken will adversely affect the health safety and welfare of other persons</li> <li>- Obey all reasonable instructions in relation to health and safety at work</li> <li>- Participate in the development of site and agency-based policies and procedures where required</li> <li>- All AFSS employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at AFSS as well as members of the public. Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.</li> </ul>



## Aboriginal Family Support Services

### Job and Person Specifications

Travel	Some intrastate travel involving regular overnight absences may be required. A requirement to drive to regional locations and to fly on smaller planes (REX) will also be required.
Licences & Screening	All AFSS positions require employees to hold and maintain a current South Australian Driver's Licence, A Safe Environments for Children and Young People Certificate, a Working With Children Check (formerly a Child Related Employment Screening), a National Police Check and NDIS clearance.
General	The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

#### Signatories

Employee's signature

Employer's signature (Chief Executive)

.....

.....

Employee's name

Employer's name

.....

.....

Date ...../...../.....

Date ...../...../.....