

Position Description

Position title	Carer Recruitment and Development Coordinator
Program/Unit	National Carer Recruitment and Development
Classification	Full Time SCHADS Level 7 - Dependent on qualifications & experience
Position reports to	Victorian Manager, Carer Recruitment and Development

Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies - the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers - we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, New South Wales and Western Australia.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2022/23 financial year of over \$213 million.

Like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

MacKillop is deeply committed to promoting diversity. Our diversity encompasses differences in race or ethnicity, gender identity, gender expression, intersex status, sexual orientation, language, age, religion, socio-economic status, relationship status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity makes us more creative, flexible, accessible and productive.

Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice - to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

JUSTICE. We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. ***We believe in the right of all people to be treated justly and fairly.***

HOPE. We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. ***We seek to foster hope that assists people to find meaning.***

COLLABORATION. In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. ***We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.***

COMPASSION. Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. ***We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.***

RESPECT. We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. ***We seek to act with respect with regard to each other, the earth and all creation.***

Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

Position purpose

The Carer Recruitment and Development Coordinator is a leadership role within MacKillop's CR&D team. Leading the Carer Recruitment and Development staff, the Carer Recruitment and Development Coordinator will oversee the recruitment (marketing and attraction), pre-accreditation compliance, training, assessment and development of foster care applicants. The Carer Recruitment and Development Coordinator ensures the program delivers high quality services within a trauma informed framework.

The Carer Recruitment and Development Coordinator reports to the Victorian State Manager, Carer Recruitment and Development.

Primary objectives

Reporting to the Victorian State Manager, Carer Recruitment and Development, the Carer Recruitment and Development Coordinator provides operational leadership and ensures compliance with MacKillop's Policy and Procedures, OOHC standards, relevant legislation and Department of Families, Fairness and Housing contractual requirements. The Coordinator, will be responsible for the delivery of high-quality service to provide positive outcomes for children, young people and foster carers.

Key result areas and responsibilities

The Carer Recruitment and Development Coordinator will:

- Build and develop a strong outcomes-focused team, support and develop staff through the provision of on-the-job training, coaching and supervision, and develop their capacity to provide high quality carer recruitment and retention services.
- Together with the Carer Recruitment and Development Manager, lead regular team meetings and ensure staffing issues are identified, reported and addressed.
- Manage the recruitment and induction of Carer Recruitment and Development staff.
- Ensuring the Sanctuary Model is embedded in service practices and services reflect MacKillop's values.
- Oversee the recruitment, accreditation and development activities within regions to ensure high quality standards, within Victorian practice frameworks and comply with OOHC Victoria standards and legislation requirements.
- Work collaboratively with the Carer Recruitment and Development Manager, Communications Manager and Recruitment Lead to ensure consistency of recruitment activities aimed at increasing foster care numbers across the geographical regions.
- Oversee MacKillop's carer accreditation processes including the Step by Step assessment framework, Shared Lives training, compliance and safety checks and carer accreditation.
- Support MacKillop's carer retention efforts through the accredited foster carer support and development framework, Carers Corner.
- Coordinate the Carer Recruitment and Development team to support carers to provide a nurturing, therapeutic environment that promotes the physical safety of children and young people.
- Coordinate and implement training opportunities for Victorian accredited foster carers. Collaborate with Victoria's training consortium, Carer Kafe to ensure regular delivery and attendance.
- Ensure compliance and safety check processes are followed and recorded in Family Journey.
- Collate and analyse performance data.
- Undertake other duties and responsibilities as required.

Key selection criteria

The incumbent will have:

- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families
- An appropriate tertiary qualification in Social Work, Childrens Services, Welfare Services or equivalent
- Sound professional knowledge and theory base, particularly in the areas of trauma, attachment, therapeutic care. Assessment and training practice also required
- Demonstrated experience supervising staff and building effective teams
- Strong verbal and written communication
- Ability to adhere to deadlines and meeting KPI's while working under pressure (demonstration of exceptional organisational and administration skills)
- Ability to work effectively with a wide range of diverse people, including stakeholders
- High level of computer literacy - MS Office and databases
- Ability to work collaboratively at program, organisational and sector levels
- A commitment to the mission and values of MacKillop Family Services

Other Criteria not essential, but desirable

- Trained in Shared Lives and Step by Step Victoria
- Registered Victorian Step by Step Assessor

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Observe and fulfil health and safety responsibilities as contained within 'WHS-P-001 Responsibility Statements' document.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Driver's Licence.
- Valid and current Working with Children Card.
- Valid and current NDIS Worker Check (for NDIS risk assessed roles).
- Satisfactory criminal history check conducted by MacKillop Family Services.

Approval

Director or General Manager's full name:	Jasmine Perry	Date:	19/08/2023
Director or General Manager's position title:	National Leader, Foster Care Development		
Incumbent's full name:			
Incumbent's signature:		Date:	



MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.



MacKillop celebrates and draws strength from diversity and respects the dignity of all people. Every person at MacKillop has the right to be safe and to be treated justly. We value every person's ability, cultural or linguistic backgrounds, ethnicity, sexual orientation, gender identity, gender expression, intersex status, relationship status, religious or spiritual beliefs, socio-economic status, and age.