

Queensland Foster and Kinship Care is committed to providing professional management and leadership in the operations and administration of the QFKC office and staff through the position of **Recruitment and Exit Coordinator** responsible to the Program Manager.

Purpose of the Position

The position carries the responsibility of coordinating the Recruitment and Exit Program for Queensland Foster and Kinship Care (QFKC)

The role is in partnership with all staff and the Management Committee of Queensland Foster and Kinship Care Inc. (QFKC). The **Recruitment and Exit Coordinator** undertakes work and professional practices that uphold the values and principles of QFKC.

Key Responsibilities

- Responsible for day-to-day operation of the Recruitment and Exit Program in line with QFKC Recruitment and Exit procedures. This includes but is not limited to, responding to prospective carers through QFKC recruitment line, referring prospective carers to relevant foster and kinship care programs and follow up and monitoring of prospective carers journeys as per QFKC Service Agreement requirements.
- Responsible for data entry and reporting requirements as prescribed by Program Manager
- Provide feedback and advice to Program Manager on administrative issues affecting the operating of the Recruitment and Exit programs for QFKC.
- Provide advice to Program Manager on identified trends and unexpected challenges that arise and mitigating risk effectively.
- Coordinate the identification of trends through day-to-day tasks and address systemic local, regional, and statewide trends and ensure the transfer of information to the Program Manager.
- Responsible for contributing to the drafting of QFKC documents (e.g. training packages, statements, booklets, surveys etc. exit report as required but not limited to these examples)
- Contributing to written responses to departmental papers or submissions as requested by the Program Manager from time to time.
- Co-ordination of timeframes necessary to complete tasks.
- Responsible for Quality Assurance of foster and kinship care assessments and offering guidance inline with legislative and policy requirements.
- Ability to undertake Getting Ready to Start training for prospective carers.
- Can carry limited assessment work activity from time to time as negotiated with Program Manager.

Duties in consultation with the Program Manager:

- In consultation with the Program Manager, contribute to the review and or drafting of QFKC policy.
- Attend meetings as QFKC representative as requested by the Program Manager.
- Represent QFKC on working parties as requested by the Program Manager.
- Provide timely advice to the Program Manager regarding individual issues, policy and practice issues, research needs, project ideas etc.
- Provide timely advice to the Program Manager on any staff related issue that affects the day-to-day operations of the organisation.

Key Selection Criteria

- Outline your Tertiary Qualifications or relevant experience in the Human Services field.
- Provide an outline of your framework for practice and how you would use this framework to lead, support and direct staff.
- Provide knowledge and experience of the Child Protection Act 1999 and associated regulations.
- Articulate demonstrated experience in applying appropriate cultural lens through assessment writing and delivery of programs.
- Provide knowledge and or experience in working with Foster and Kinship Carers and or other volunteers.
- Provide an outline of your experience in the facilitation of training.
- Articulate knowledge and experience of the Family Based Care sector in Queensland with a primary focus on Foster and Kinship Care and Children and Young People.
- Articulate knowledge and experience of collaborating with teams and your ability to work unsupervised.

Employment Conditions

- Reports directly to the Program Manager on Operations, Policy, and administrative matters.
- Reports to the Management Committee on work undertaken monthly through the Program Manager.
- **Coordinator** will be required to hold a current Positive Prescribed Notice (Blue Card) which must be maintained as condition of employment.
- Salaries are set by the Management Committee in consultation with the Chief Executive Officer and are consistent with Child Safety.
- The position of **Coordinator** is negotiated as per Management Committee conditions, the Queensland Industrial Relations Act and associated regulations and Fair Work Act 2009.

Queensland Foster and Kinship Care is a Not for Profit, Charitable Peak Child Protection Network that has been established since 1976. QFKC provides service to Foster and Kinship carers and their support services throughout Queensland with an office in Brisbane and two remote staff one in Townsville and one in Mackay.

Signed: _____ Date: ____ / ____ / ____

Print Name: _____