

Department for Child Protection

ROLE TITLE:	Practitioner, Long Term Guardianship – Specified Person (LTG)	DIVISION:	Long Term Guardianship – Specified Person Team
CLASSIFICATION:	AHP1 / PO1	DIRECTORATE:	Out of Home Care
POSITION NO:	Multiple	FTE:	1.0
DATE REVIEWED:	December 2021	ROLES REPORTING TO THIS ROLE:	NIL
REPORTS TO:	Supervisor		

ROLE PURPOSE:

The Long Term Guardianship Specified Person (LTG) Practitioner is a role within the Department for Child Protection (DCP) and is accountable to the Supervisor, Long Term Guardianship – Specified Person team, for providing a liaison service to children under LTG Orders and their families. The role provides an assessment, support and referral service to meet the individual needs of children under LTG Orders and supports their family based care environments. The role is responsible for providing professional guidance and assistance to access relevant services available to children who have experienced out of home care to support their development, stability and security.

KEY OUTCOMES:

1. Use professional expertise, knowledge and understanding of child protection, out-of-home care and partner agencies to provide a liaison service to children under LTG Orders and their families.
2. Develop and maintain professional working relationships with internal and external stakeholders with particular reference to partner agencies.
3. Support families and enhance family relationships including providing information and support to carers.
4. Understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.
5. Assist children in out of home care to have positive outcomes across all of their life domains.
6. Maintain/manage information about children and their families by entering information/data in to the C3MS system, keeping case files well organised, up to date and be able to provide concise and accurate information about a child's circumstances.
7. Undertake comprehensive assessments of the needs of young people and their carers to assist in the review of Complexity Assessment Tools, Special Needs Loadings and Long Term Care Plans.
8. Undertake annual financial reviews to confirm the child or young person is continuing to live with their guardians and to review financial supports.
9. Respond to requests to change a child or young person's name.
10. Support children or young people under LTG Orders to travel or reside interstate/overseas.
11. Manage disputes between guardians and birth families should mediation be unsuccessful.
12. Provide culturally appropriate advice and referrals for Aboriginal children under LTG orders and their families.
13. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DCP policy & procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

KEY RELATIONSHIPS/INTERACTIONS:

- Supervisor – Long Term Guardianship – Specified Person Team
- Managers and senior leaders in DCP
- DCP staff state-wide
- Young people transitioning from care to Long Term Guardianship – Specified Person arrangement
- Non-government organisations
- Other government organisations

QUALIFICATIONS:

For those employees classified at AHP

Essential: A degree level qualification in Social Work which gives eligibility for full membership of the Australian Association of Social Workers; or

For those employees classified at PO

Essential:

Appropriate degree qualification in Community Services, Social Sciences, Human Services, Health or related field.

Persons of Australian Aboriginal or Torres Strait Islander descent, who have the appropriate background and skills but do not have the essential qualification, may apply for and be engaged/assigned to the role of Social Worker and will be entitled to apply for any Allied Health Professional roles requiring a qualification in Social Work within the Department for Child Protection (DCP).

KEY SELECTION CRITERIA:

- Capability to understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.
- Ability to identify and respond to the needs, wellbeing and development of children and young people as well as ability to assess and form an opinion on the needs of the client.
- Ability to manage workloads, organise and plan work activities taking in to account the need to prioritise tasks and responsibilities.
- Ability to develop and maintain strong working relationships with people within both government, non-government sector and community to promote positive outcomes for children and families.
- High level of written assessment and communication skills to enable accurate information gathering and succinct documentation of highly sensitive information.
- Demonstrated professional expertise and experience in working with and engaging with children, young people and their families, assessing their needs and facilitating access to services.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment
- Demonstrated ability to apply culturally sensitive child protection practice for Aboriginal and Torres Strait Islander people, and community from culturally and linguistically diverse backgrounds.

CORE CAPABILITIES & EXPECTED BEHAVIOURS

Relating & Communicating

- Expresses facts and ideas both verbally and in writing in a clear, convincing and organised manner.
- Adapt communication style to build effective rapport both with clients and across teams.
- Develop team relationships and encourage active participation from all team members.

Achieving Objectives

- Manage workload and changing priorities.
- Adjust activities/processes based on feedback.
- Ability to explore alternatives and positions to reach agreements and solutions that gain support and acceptance of all parties.
- Utilise Structured Decision Making © (SDM©) tools and relevant Department

PUBLIC SECTOR VALUES

- ✓ **Service:**
We proudly serve the community and Government of South Australia
- ✓ **Professionalism:**
We strive for excellence
- ✓ **Trust:**
We have confidence in the ability of others
- ✓ **Respect:**
We value every individual

- ✓ **Collaboration & Engagement:**
We create solutions together
- ✓ **Honesty & Integrity:**
We act truthfully, consistently and fairly
- ✓ **Courage & Tenacity:**
We never give up
- ✓ **Sustainability:**
We work to get the best results for the current and future generations of South Australians



Department for Child Protection

- Develop a clear understanding of issues from client's perspective.
- Deliver high quality solutions and accurate information to clients in a timely manner to build positive client relationships.

Working in Partnership

- Operate within and across relevant professional networks.
- Work closely with various specialists and take advice
- Work cohesively with other government/non-government agencies and community to promote positive outcomes for children and families.
- Work effectively within a multidisciplinary team towards achieving the identified outcomes of the team and/or program.

Continuous Improvement

- Contribute innovative ideas to improve departmental processes and encourage others to contribute.
- Monitor data integrity and apply appropriate procedures for maintaining security and confidentiality.
- Engage in a continuous process of self-development, identifying and addressing learning and development needs to enhance own performance.

guidelines.

Respect and Cultural Support

- Take action and provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds as well as engaging in learning about other cultures to better establish relationships and improve services.
- Engage in practices that build and support a culturally competent workplace by utilising culturally relevant assessments, tools and resources, interventions and processes specific to your practice area.
- Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice.

Personal Drive & Professionalism

- Evaluate personal progress and develop new approaches to increase knowledge base and skill sets.
- Take action when receiving feedback from others to improve strengths and development areas.
- Takes responsibility and ownership for own decisions, actions and results.
- Resilience; demonstrated ability to persist through difficult situations, bounce back and grow from adversity.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the Public Sector Act 2009 and Work Health and Safety Act 2012.

SPECIAL CONDITIONS

- The successful applicant is required to gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed, which is required to be renewed every five years before expiry.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Supervisor – Long Term Guardianship – Specified Person.
- Some out of hours and weekend work may be required.
- Some intra/interstate travel (including in small aircraft) may be required.
- A current Australian driver's licence and a willingness to drive is essential.
- May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- The incumbent will be required to undertake Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).

Approval Date: 3 March 2022

