

Carers WA Job Pack

Dear Prospective Applicant

Thank you for your interest in the position of **Young Carer Assessment and Planning Officer**, with Carers WA. Young Carers are aged between 8 years and 25 years of age.

This is a full-time position which is subject to ongoing funding. The position attracts a salary package between \$68,000-72,000 pa plus super and salary packaging, 5 weeks annual leave and two wellness days per annum. Package dependent upon qualifications and experience.

Please find attached the Job Description for the position.

About Carers WA

Carers WA is the peak body representing the needs and interests of carers in Western Australia and is part of a national network of Carers Associations. Carers provide unpaid care and support to family members and friends who have disability, mental illness, a chronic condition, terminal illness, an alcohol or other drug issue or who are frail aged.

Position Description

On referral, the **Young Carer Assessment and Planning Officer** is responsible for advice and information, registration, assessing primary carer needs using a Carers Star planning process and then establishing a support plan. This new service was established by the organisation following the award of a tender to be a Regional Development Partner for new carer support services funded by the Department of Social Services. The role is responsible to the Program Manager and works in close collaboration with the Young Carer team and the other Assessment and Planning Officers. As the role works alongside young carers, including under the age of 18 years whose parent is often the care recipient, some outreach work may be required. Previous experience of working with children and adolescents in vulnerable and disadvantaged households, and knowledge of Rights of the Child and Child Safety Standards is essential. The role requires the ability to work as a team member and communicate professionally and empathetically with carers. Post-holders will also be required to liaise with a wide range of partner organisations to raise awareness of young carers within the broader community.

Essential Selection Criteria

1. Experience in the community NGO and/or healthcare sectors with direct supports to clients.
2. An approved tertiary (degree) qualification in a related field e.g. Social Work with a minimum of 3 years paid experience in a youth related field is required i.e. not part of a volunteer / education placement.
3. Is able to be accredited within a relevant Australian professional association e.g. Australian Association of Social Workers (AASW).
4. Experience in providing advisory, assessment and/or planning processes for youth.
5. Experience of youth and family case management and referral processes.
6. Demonstrated capacity to develop and maintain effective relationships with a range of internal / external stakeholders.

7. Understanding and empathy of carers, health, mental health, ageing and disability issues and their correlation with social and educational disadvantages of youth (Carers Recognition Act 2004)
8. Proven competence in supporting young people, families and groups.
9. A broad understanding of the mental health, support service and education system within WA and knowledge of relevant legislation.
10. Understanding of youth participation principles and a commitment to implement these in accordance with Carer WA's vision, mission and values
11. Strong problem solving, advocacy and negotiation skills.
12. Experience working in education and community sector environments
13. Current (or able to obtain) First Aid Certificate & CPR, Mental Health First Aid and / or Applied Suicide Intervention Skills Training (ASIST) certification
14. Significant experience using computer software including Microsoft Suite, CRM and/or customised client databases.
15. Well-developed communication skills both verbal and written.
16. Experience of working flexibly including active participation in change management.
17. Possession of a 'C' class drivers licence – unrestricted.
18. National Police Clearance issued within the last 3 months to be provided upon employment
19. Must be able to obtain a Working with Children card

Only shortlisted applicants will be contacted for an interview

Applications must include a covering letter addressing the selection criteria, Curriculum Vitae and contact details of two professional referees. Applications can be submitted online via www.seek.com.au

Carers WA reserve the right to begin the recruitment process and withdraw the position prior to the close date/time.

Applications close at 4.00pm on Friday 5th June 2020

Job Description

Position:	Young Carer Assessment and Planning Officer
Reporting to:	Program Manager
Hours of work:	Full-time, 75hrs per fortnight, Monday – Friday. Weekend and outside of business hours work will be required on occasion.

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Duties and responsibilities:

- Contribute, as an RDP Implementation team member, to the establishment of the assessment and planning function in compliance with DSS guidelines.
- Ensure all systems, processes and procedures are developed and tested for the assessment and planning function.
- Undertake the Carers Star assessment process for carers contacting the RDP.
- Preparing Carer Plans following assessment.
- Conducting referral processes to supports identified in the Carer Plan.
- Monitoring Plans and conducting re-evaluations at appropriate times.
- Deliver a carer focused service which consults with carers and involves carers in service planning, delivery and evaluation.
- Work with other teams to reach young carers in the community and to raise awareness of young carers and caring matters.
- Comply with organisational policies and current good practice.
- Entering data accurately into Carers WA CRM database.
- Develop and maintain networks for peak carer advocacy.
- Assist with and undertake other duties as determined by the Program Manager from time to time.