

## THERAPEUTIC CARE COORDINATOR POSITION DESCRIPTION

<b>Document Code:</b>	<b>HR53</b>	<b>Version:</b>	<b>V1 NOV25</b>
<b>Date of Issue:</b>	<b>NOV 2025</b>	<b>Contact:</b>	<b>Clinical Practice Leader</b>
<b>Review Date:</b>	<b>NOV 2028</b>	<b>Approval:</b>	<b>Chief Executive Officer</b>

<b>Business Unit:</b>	Family Based Foster Care – (Other programs as required)
<b>Position Reports to:</b>	Clinical Practice Leader
<b>Employment Type:</b>	Casual
<b>Classification:</b>	SCHADS AWARD – Social & Community Services - Level 3 Band 1

### **1. Safeguarding Children & Young People Statement**

Kennerley is a Safeguarding Children organisation and has zero-tolerance towards abuse and neglect of children and young people. We uphold the rights of all children and young people to feel safe and be safe when participating in our organisation's activities, services, and programs. Kennerley is committed to ensuring children and young people are free from emotional or psychological harm, physical violence, sexual misconduct and offences, grooming, abuse, neglect, exploitation and bullying when accessing our programs and activities. Kennerley recognises that children in care are more vulnerable to abuse and its impact, due to their past experiences.

Kennerley supports and implements the recommendations of both the Royal Commission into Institutional Child Abuse and the recommendations of the Commission of Inquiry into the Tasmanian Government's responses to child sexual abuse in institutional settings. It is paramount that history is not repeated, and children and young people are protected from harm. Kennerley has extensive measures in place and expects all personnel to support these measures and to demonstrate commitment to the importance of keeping children and young people safe.

### **2. Diversity & Inclusion Statement**

Kennerley's Inclusion and Diversity strategy outlines the way Kennerley personnel work together with our priority populations to ensure that the rights of all children are reflected in our model of care, our partnerships, our workforce and our carer community, and that Kennerley delivers inclusive services for children, young people and families from diverse communities.

Kennerley is committed to providing an environment that ensures the rights of First Nations people to feel culturally safe, and promotes and respects diversity across all ages, races, genders, religion, social classes, political or other opinion, abilities, sexual orientation or ability to live at home. Kennerley does not tolerate discrimination.

### **3. Kennerly Childrens Homes Inc.**

For over 155 years, Kennerley has been an integral part of caring for vulnerable Tasmanian children. While we believe that children and young people should grow up within their family of origin wherever possible, the reality is that this is not always safe. Our focus is on providing safe care for children and young people who cannot live at

home, tailored to their age and stage of development. Care is provided by formally trained and assessed supportive family- based foster and kinship carers, as well as through our Moving on Program supporting young people to develop the skills they need to live independently.

Kennerley's Model of Care provides the foundation of our practice, with these four pillars:

- Child, Family and Carer Centered Practice.
- Practice based on Trust and Relationships.
- Trauma Integrated Care; and
- Robust Clinical Governance.

Our model of care is driven by evidence-based contemporary social work practice informed by respected experts in the areas of child development, attachment, child trauma and resilience that aim to enhance every child and young person's opportunities to thrive.

### **4. Position Summary**

#### **Position Information**

The Therapeutic Care Coordinator is responsible for coordinating the referrals and placements of children within the Family Based Foster Care Program, ensuring that the care provided meets the expectations of all regulatory & legislative bodies and that Foster Carers are assisted to develop skills and knowledge in trauma informed practice and person-centered care.

#### **Remuneration**

Kennerley Childrens Homes is covered by the SCHADS Award – Social & Community Services. This role is identified as Level 5 Band 1. Incremental increases apply up to Level 5 Band 3 on meeting requirements during annual performance reviews.

#### **Supervision**

A Therapeutic Care Coordinator operates under general direction of the Clinical Practice Leader or their delegate.

#### **Delegated Authority**

The Therapeutic Care Coordinator works under general direction from the Clinical Practice Leader and has delegated authority to undertake responsibility for the coordination of Kennerley's therapeutic placements and referrals. This person is expected to exercise professional judgment and decision making within the scope of their delegated authority, demonstrate initiative when procedures or directions are not clearly defined and be able to plan, organise and manage their own work.

This person may be required to supervise lower classified employees or work placement students.

The Therapeutic Care Coordinators will have on-call responsibilities and be remunerated accordingly

### Direct Reports

There are no direct reports for this position. Kennerley may require you to supervise casual support workers from time to time because of case load growth.

### **5. Duties & Responsibilities**

- Coordinate referrals, placements and Program responsibilities to ensure Kennerley is meeting Service Level Agreement (SLA's) key performance indicators and create and maintain files, statistics, and other records necessary to provide reports to demonstrate outcomes in accordance with KPI's.
- Create strong professional relationships with Family Based Foster Carers using relevant practice guidelines in line with trauma informed practice within the constraints of Safeguarding Children and Children's Charter of Rights, to monitor and support keeping children at the centre of all decisions and practices.
- Assist Foster Carers in their developing skills and knowledge in trauma informed practice and reparative parenting thereby enhancing their capacity to provide a high standard of care.
- Coordinate the recruitment, onboarding and training of volunteers and Foster Carers.
- Undertake responsibility for projects and program activities including planning, coordination, implementation, administration and reporting on outcomes.
- Conduct annual reviews to monitor and support Family Based Foster Carers and meet legislative and policy Foster Carer registration mandates.
- Conduct monthly home visits with carers to ensure our care is responsive to each child's needs and provided to a high standard using a trauma informed framework.
- Respond to and address quality of care and concerns in care in a professional manner that reflects the best interest of the child, is in line with trauma informed practice and relevant mandatory reporting legislation, as well as support and advocate for foster carers in a respectful manner.
- Be an active member of a Care team and at times, Chair and take Meeting Minutes, and ensure action items are completed and distributed to relevant participants and stakeholders.
- Maintain accurate records in accordance with the Australian Privacy Principles (APP's) contained in the Privacy Act 1988 and other associated Regulations when collecting and recording information.
- Liaise, collaborate and consult with Child Safety Services, Family Based Foster Carers and children to ensure planning and care is efficient and meets the expectations of all regulatory & legislative bodies.
- Liaise with relevant staff regarding Board payments and quotes for wrap around service provision.
- Provide professional support and guidance to workplace students.
- Advocate for the carer and child and liaise closely with Department of Health and Human Services (DHHS); case workers, OOHC workers and other service providers.
- Set a good example, role model integrity and best practice and be mindful of self- branding at all times.

- Work together to look for ways to improve work methods and to solve workplace and service-related problems.
- Work together as a team to provide support and assistance to each other during absences and peak work periods.
- Assist with general office duties such as answering phones, taking and delivering messages, ensuring all office areas are well presented, clean and tidy.

## **6. Mandatory Requirements**

### **Drivers Licence**

All Therapeutic Care Coordinators must maintain a current active unrestricted driver's licence to fulfil their duties. A Driving History Report, available through the Service Tas website, must be provided prior to appointment and ongoing every six months to show ongoing Active Status.

### **Regulation of Care Checks**

Prior to appointment, you must hold or complete the following Regulation Compliance checks. These checks must show an active status or receive a 'satisfactory' result, as assessed by the agency completing the check.

- Registration to Work with Vulnerable People (RWVP) – Active Status – Ongoing.
- National Police Certificate – Satisfactory Assessment – renewed every three years.
- Child Safety Check – Satisfactory Assessment – once off prior to appointment.
- ACF Safeguarding Children Online Accreditation – renewed every three years.

## **7. Selection Criteria**

Tertiary qualifications in Social Work, Psychology, Counselling, Health or Human Services disciplines preferred or equivalent experience supported by a proven ability to provide support, supervision and proficiency in case management.

- A sound knowledge of child development and the impact of trauma abuse and neglect on children's brain development.
- A sound understanding of the challenges of delivery service with statutory oversight and the importance of diligent record keeping.
- A strong commitment to advocate on behalf of children and carers.
- An ability to develop and maintain positive and professional relationships with stakeholders, carers and children whilst maintaining professional boundaries.
- The ability to be proactive, demonstrate initiative and good judgement while working both independently and within a team.
- Excellent verbal and written communication skills and the ability to communicate in a clear and concise manner that is understood by the intended audience.

## 8. Key Performance Indicators

- Data entry into HEART is up to date to meet organisational KPI reporting requirements.
- Record on HEART evidence of children's inclusion in decisions in accordance with the Charter of Rights.
- 100% of foster carers have current RWVP, Police Checks and Child Safety Checks.
- 100% of foster carer annual reviews are conducted within the due date range, subject to cancellations and holidays.
- 100% of children have a current Case in Care Plan, or the TCC has requested the plans and is actively following up.
- 1 Home Visit for foster carers per month for carer support and supervision.
- Approved foster carers in TCC's case load attend 2 training sessions per calendar year.
- Incident reports, concerns in care reports and mandatory reporting requirements are met in a timely and professional manner.
- Co-facilitate foster care training as required by organisational demands.
- Personal participation in professional development opportunities to maintain high levels of skill and knowledge.
- Mandatory persona screening and training requirements are up to date.

As part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people.
- promote the safety and wellbeing of children and young people to whom we provide services.
- ensure that your interactions with children and young people are positive and safe.
- provide adequate care and supervision of children and young people in your charge.
- act as a positive role model for children and young people.
- report any suspicions, concerns, allegations or disclosures of alleged abuse, by personnel as well as external individuals to management.
- report any breaches of policy by other personnel, however minor, to management.
- report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people.

## 9. Documentation

Documents Relating to this Form	
Personnel (Staff) Code of Conduct	GOV21
Privacy & Confidentiality Policy / Agreement	GOV25/GOV25A
Safeguarding Children & Young People Policy / Commitment Agreement	GOV40/GOV40A
Recruitment & Selection Policy	HR01
SCHADS Award	<a href="https://awards.fairwork.gov.au/MA000100.html">https://awards.fairwork.gov.au/MA000100.html</a>

### Review & Approval of this Position Description

Frequency	Contact	Approval
3 Yearly	Clinical Practice Leader	Chief Executive Officer

### Version Tracking

Version	Date Reviewed	Date Approved	Details of Revision
V1			
V2	APR 2025	APR 2025	2025

### Authorisation

Board of Directors, Kennerley Childrens Homes Inc.

## **10. Acknowledgement**

I acknowledge that I have read, understood, and accept the responsibilities outlined in this Therapeutic Care Coordinator Position Description.

**Employee / Volunteer / Student:**

\_\_\_\_\_ Signature

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

**Witness:**

\_\_\_\_\_ Signature

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

---

**Please return the signed copy to your manager or the Business Manager,  
for inclusion in your HR file.**

**You will be provided with a copy for your records.**