

# Department of Communities Tasmania

## STATEMENT OF DUTIES

<b>Position Title</b>	Adoption Officer
<b>Position Number</b>	501557
<b>Division/Branch/Section</b>	Children Youth Services, Children and Families Adoptions
<b>Award/Agreement</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Classification</b>	Allied Health Professional Level 1-2
<b>Position Status*</b>	Permanent
<b>Position Type*</b>	Full-time
<b>Location</b>	South
<b>Reports to</b>	Manager Adoptions & Permanency Services
<b>Check Type</b>	Annulled
<b>Check Frequency</b>	Pre-employment
<b>Position Features</b>	Occupants of this position are required to travel to sites external to the workplace to undertake assessments and reviews of children, young people and their families.

*\* The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

## About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

Communities Tasmania creates an environment where children's safety and wellbeing is the centre of thought, values and action - we are responsive to the needs of families and



communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies and taking action to promote child wellbeing and prevent harm to children and young people.

## **Primary Purpose**

The role of the Adoption Officer is to provide high quality and professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services delivered are in the best interest to children. Clients include prospective adoptive parents, adoptive and birth families, and children subject to permanent care arrangements.

As a member of Children and Youth Services the Adoption Officer is responsible for the safety and well-being of children and young persons and will assist in the service delivery for the Adoption Service, After Care Support Service, Adoption Information Service, Permanency Service and other programs as required.

## **Primary Duties**

1. To provide a response through assessment and case management of children placed for adoption with the Department either voluntarily or on legal status.
2. Identify, develop and provide resources required to meet needs of individuals, families and children, including assessment of prospective adoptive parents and the preparation of relevant documents.
3. Liaise with relevant areas within the Department of Communities, other government agencies and non-government organizations to ensure coordination of effective services.
4. Facilitate positive and effective working relationships with teams within the Service, other divisions in the Agency and relevant government and non-government agencies.
5. Liaise with relevant areas within Communities Tasmania, other government agencies and non-government organizations to ensure coordination of effective services.
6. Participate, as required, in the supervision and learning programs for tertiary students on placement.
7. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure Communities Tasmania is a child safe organisation including reporting, record keeping and information sharing obligations.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.



9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

### **Level of Responsibility, Direction and Supervision**

- To effectively undertake primary tasks within the Adoptions & Permanency Services.
- Responsible for accurate and objective presentation of reports, information to court and other statutory organisations concerned.
- To undertake work within delegations legislative requirements, set guidelines and time frames.
- Exercise reasonable care in the performance of duties consistent with the relevant Work, Health and Safety legislation.
- Exercise professional judgment and work under limited direction within general guidelines set in the Departmental procedure manuals and documents.
- Supervision provided by the Manager Adoptions & Permanency Services.

### **Essential Requirements**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Current Tasmanian Working with Children Registration
- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- Current Driver's Licence.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  - 1 Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
    - e) serious traffic offences
  - 2 Identification check



### 3 Disciplinary action in previous employment check.

## Selection Criteria

1. An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility.
2. Well developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public.
3. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.
4. The ability to display professional judgment and assertiveness for appropriate use in consultation and authority with clients, groups and stakeholders.
5. Group work skills including an ability to lead, motivate and facilitate.
6. Ability for critical analysis, methodical research and creative thinking.
7. Well developed conflict resolution, mediation and negotiation skills.
8. Ability to work as a member of a team and prioritise workloads.

## Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in



the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.