



# Job Description

Assessor – Child and Family

## How to apply for this position:

1. Complete and submit the Application Form, along with;
2. Up to a two-page written summary of how you meet the required skills and experience for the position
3. A copy of your current CV along with any relevant certificates

**Applications must be submitted via email:** [belinda.kendall@curijo.com.au](mailto:belinda.kendall@curijo.com.au)

**Application close:** COB Friday 24 November 2017

## Brief Description of the Role:

Curijo is seeking several dedicated Child and Family Assessors from across NSW and ACT to work on a casual basis. The role requires qualified Child and Family Assessors to assess potential carers, kin, parents and provide detailed reports, including identifying areas of improvement to ensure high-quality care. We require Aboriginal and/or Torres Strait Islander peoples who can help make positive impact in the lives of Aboriginal children and young people to be placed into safe and culturally appropriate short-term, long-term and Kinship placements or return home to their parents. The assessments are for a variety of Government and non-Government organisations across NSW and ACT. These assessments are to be completed within a 4-6-week timeframe. This role brings working flexibility and the ability to base yourself from home.

## Skills and expertise:

1. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply or demonstrated ability to work with Aboriginal and Torres Strait Islander People
2. Have qualifications in social work, child and family welfare/support, psychology
3. Step by Step 2016 Accreditation, assessment trained or willingness to complete the qualification and or training within an agreed timeframe
4. Have demonstrated experience in working with children and young people, with an understanding of their needs, behavioural issues with children who have experienced trauma, intergenerational family issues and relationship dynamics
5. Excellent face to face interviewing ability
6. Previous and accurate report writing and interviewing experience is mandatory
7. Must have an open clear drivers licence, reliable car and willing to travel
8. Highly developed assessment and critical reflection skills for report writing
9. A current NSW Working with Children's Check or WWVP Check and willingness to undertake a National Criminal History Check

**Curijo Pty Ltd**

**October 2017**

*We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia. We understand the important role of maintaining these rich cultures and the ongoing relationship with the land.*



# Job Description

Assessor – Child and Family

## Job Details:

Job Name	Child and Family Assessor
Reports to	Practice Manager
Direct Reports	N/A
Classification	Casual
Location	Variable locations across NSW and ACT
Probation	6 months
Hours	As needs basis – hours will vary
Remuneration	Up to \$50 per hour negotiable, plus superannuation

**Curijo Pty Ltd**

**October 2017**

*We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia. We understand the important role of maintaining these rich cultures and the ongoing relationship with the land.*



# Job Description

Assessor – Child and Family

## Primary Responsibilities

Responsibilities	Tasks	KPI's
Operations	<ul style="list-style-type: none"> <li>Conduct high quality assessments in a timely and organised manner whilst liaising regularly key staff within FACS and or other nominated organisations</li> <li>Participate as part of Curijo Cultural Services Team</li> <li>Manage all costs associated with Assessments in accordance to the agencies guidelines and seek approval where required. This includes travel.</li> <li>Ensure the Assessment is completed within four-six weeks of the referral, or the approved extension date where applicable, seeking early approval for any exceptions</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> <li>FACS and/or NGO Feedback is positive</li> <li>Assessment feedback is positive</li> <li>Assessment completed within the approved budget and timeframe</li> <li>Assessment completed within the approved budget and timeframe</li> </ul>
Leads	<ul style="list-style-type: none"> <li>Actively participate in new work opportunities that fit with in your role, meetings, marketing and expert advice</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> </ul>
Sales Conversion	<ul style="list-style-type: none"> <li>Ability to accept referrals in order to meet client expectations</li> <li>Workload is delivered with high quality and within the allocated deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> <li>FACS and/or NGO Feedback is positive</li> </ul>
Business administration	<ul style="list-style-type: none"> <li>Face to face assessments are scheduled and conducted within a timely manner</li> <li>All information is recorded and documented accurately and confidentially</li> <li>Ensure that the assessment is culturally appropriate at all times where required</li> <li>Ensure all specific needs are taken into consideration when undertaking the assessment e.g. numeracy and literacy, disability etc</li> <li>All electronic and or hard copy reports are provided to audio/typist within 48hrs of completing the home visits component of the assessment where required</li> <li>Ensure quality check following the type up the report takes place within 48hours of the final report</li> <li>Safety concerns and/or risks are documented in the final report</li> <li>All documentation will only be save in Curijo Share Point</li> <li>All emails will only be transmitted user Curijo email</li> </ul>	<ul style="list-style-type: none"> <li>Management team feedback is positive</li> <li>FACS and/or NGO Feedback is positive</li> <li>Assessment feedback is positive</li> <li>Assessment completed within the approved budget and timeframe</li> </ul>
Teaming	<ul style="list-style-type: none"> <li>Provide information and feedback to the Curijo Team Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Team feedback is positive</li> </ul>

Curijo Pty Ltd

October 2017

*We recognise and respect that Aboriginal and Torres Strait Islander people are first peoples and traditional owners of this country. We pay our respects to Elders both past and present and extend that respect to all Indigenous peoples of this land. We acknowledge the rich and diverse cultures and the long history of Indigenous Australia. We understand the important role of maintaining these rich cultures and the ongoing relationship with the land.*



# Job Description

## Assessor – Child and Family

	<ul style="list-style-type: none"><li>• Participate in Curijo Practice Forums where required</li><li>• Share knowledge and experience with Curijo staff through a two-way learning process and buddy system</li><li>• Undertake any other reasonable duties / projects which may be required from time to time</li></ul>	<ul style="list-style-type: none"><li>• Management team feedback is positive</li></ul>
Cultural	<ul style="list-style-type: none"><li>• Undertake cultural awareness training</li><li>• Be aware and always work in a culturally sensitive and strengths based manner</li></ul>	<ul style="list-style-type: none"><li>• Feedback from CEO is positive</li></ul>