



Wesley Dalmar Services policy

Carer Recruitment, Assessment and Support

1. Purpose

To define the roles and guidelines for Carer Recruitment, Assessment and Support Team

2. Scope

This policy applies to all staff at Wesley Dalmar Out of Home Care.

3. Policy statement

Wesley Dalmar Services is committed to provide wrap around support for the Recruitment, Assessment and Support for foster carers.

4. Responsibility and policy owner

General Manager, Child, Family and Disability Services

I. The Carer Recruitment, Assessment and Support Team shall: Recruitment

- a. Drive recruitment of new carers
- b. Process initial enquiries
- c. Send out Information Packages
- d. Make follow up calls to prospective carers
- e. Design and run specific recruitment programs as required.

II. Pre-Assessment

- a. Arrange Information Exchange sessions. These will be conducted with a case manager allocated by Programme Manager
- b. Track incoming documentation such as medical checks, referees and WWC & Criminal checks.
- c. Present documentation to Programme Manager.

III. Assessment

- a. Conduct Assessment Interviews with case manager assigned by Programme Manager
- b. Drive the writing of Assessment Report Part 9
- c. With rest of the Recruitment Team review Part 9 and complete Part 12 of the Assessment Report
- d. Address concerns raised in Part 12. This may include additional interviews with prospective carers
- e. Prepare Assessment file including recommendations for authorisation status



- f. Present to Programme Manager to review Report and make final recommendation.
- g. Forward to Operations Manager or delegate for final approval.

IV. Post Approval

- a. Obtain sign off by approved carer on Code of Conduct, Rights & Responsibilities, and Fostercarers' Manual
- b. Obtain bank details and forward to Program Administrator at Carlingford
- c. Place carer on database.

V. Carer Training

- a. Co-ordinate Step by Step Initial Training Program for carers in consultation with Programme staff.
- b. Provide and co-ordinate a planned approach for ongoing training for carers.

VI. Matching Reports

- a. Case Managers are responsible for all matching reports for the children on their case load with the exception of:-
 - i. Decisions requiring a change to a carer's authorisation.
 - ii. Matching where issues have been identified which the Program Manager believes an independent assessment would be beneficial.
- b. Special care should be taken in the matching process for newly authorised carers and consultation with the people who conducted their assessment should be undertaken and additional support provided.
- c. Matching reports will be presented with recommendations to the Program Manager for final decision.

VII. Change of Authorisation Status

- a. Conduct assessments & prepare assessment reports for carers who request a change to their authorisation status.
- b. Conduct assessments & prepare assessments for carers whose circumstances change e.g. new partner.

VIII. Carer Support Plans

- a. Meet with carers annually and prepare Carer Support Plans including a review of the previous year's Support Plan and Housing Safety Check.
- b. Provide Support Plans to case manager & program manager.
- c. Co-ordinate annual mail-out of carer feedback surveys & forward responses to Programme Manager for review and follow-up.

IX. Carer Support

- a. Provide Carer Support for carers referred to team. (Referral should be via Program Manager and Team Supervisor.)
- b. Case note all interactions with carers and provide said notes to case manager & program manager.



5. Consultation & Approval

This policy has been developed in consultation with stakeholders listed in this policy:

- General Manager, Child, Family and Disability Services
- Executive Manager, Wesley Dalmar Out of Home Care Services
- Carer Recruitment and Support Officers