

Practitioner, Long Term Guardianship – Specified Person (LTG)

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

Department for Child Protection

CLASSIFICATION:
AHP1/PO1
DIRECTORATE:
Carer Services, Out of Home Care
REPORTS TO:
Supervisor
FTE:
1.0
ROLES REPORTING TO THIS ROLE:
Nil
ABOUT THIS ROLE:

The Long Term Guardianship Specified Person (LTG) Practitioner is responsible for providing a liaison service to children under LTG Orders and their families. The role provides an assessment, support and referral service to meet the individual needs of children under LTG Orders and supports their family based care environments. The role is responsible for providing professional guidance and assistance to access relevant services available to children who have experienced out of home care to support their development, stability and security.

YOU WILL BE ADDING VALUE BY:

1. Use professional expertise, knowledge and understanding of child protection, out-of-home care and partner agencies to provide a liaison service to children under LTG Orders and their families.
2. Develop and maintain professional working relationships with internal and external stakeholders with particular reference to partner agencies.
3. Support families and enhance family relationships including providing information and support to carers.
4. Understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.
5. Assist children in out of home care to have positive outcomes across all of their life domains.
6. Maintain/manage information about children and their families by entering information/data in to the C3MS system, keeping case files well organised, up to date and be able to provide concise and accurate information about a child's circumstances.
7. Undertake comprehensive assessments of the needs of young people and their carers to assist in the review of Complexity Assessment Tools, Special Needs Loadings and Long Term Care Plans.
8. Undertake annual financial reviews to confirm the child or young person is continuing to live with their guardians and to review financial supports.
9. Respond to requests to change a child or young person's name.
10. Support children or young people under LTG Orders to travel or reside interstate/overseas.
11. Manage disputes between guardians and birth families should mediation be unsuccessful.
12. Provide culturally appropriate advice and referrals for Aboriginal children under LTG orders and their families.
13. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
14. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



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WHO YOU WILL WORK WITH:

Internal

- Supervisor – Long Term Guardianship – Specified Person Team
- Managers and senior leaders in DCP
- DCP staff
- Young people transitioning from care to Long Term Guardianship – Specified Person arrangement

External

- Non-government organisations
- Other government organisations

QUALIFICATIONS

For those employees classified at AHP

Essential:

- A degree level qualification in Social Work which gives eligibility for full membership of the Australian Association of Social Workers.

For those employees classified at PO

Essential:

- Appropriate degree qualification in Community Services, Social Sciences, Human Services, Health or related field

Persons of Australian Aboriginal or Torres Strait Islander descent, who have the appropriate background and skills but do not have the essential qualification, may apply for and be engaged/assigned to the role of Social Worker and will be entitled to apply for any Allied Health Professional roles requiring a qualification in Social Work within the Department for Child Protection (DCP).

YOUR CAPABILITIES:

- Capability to understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.
- Ability to identify and respond to the needs, wellbeing and development of children and young people as well as ability to assess and form an opinion on the needs of the client.
- Ability to manage workloads, organise and plan work activities taking in to account the need to prioritise tasks and responsibilities.
- Ability to develop and maintain strong working relationships with people within both government, non-government sector and community to promote positive outcomes for children and families.
- High level of written assessment and communication skills to enable accurate information gathering and succinct documentation of highly sensitive information.
- Demonstrated professional expertise and experience in working with and engaging with children, young people and their families, assessing their needs and facilitating access to services.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment
- Demonstrated ability to apply culturally sensitive child protection practice for Aboriginal and Torres Strait Islander people, and community from culturally and linguistically diverse backgrounds.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.



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- Actively participate in performance development processes.
 - Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
 - Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
 - Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
 - Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
 - Maintain the Program Standards of White Ribbon Reaccreditation.
 - Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
 - Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Supervisor, Long Term Guardianship – Specified Person team.
 - You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
 - Some out of hours and weekend work may be required.
 - Some intra/interstate travel (including in small aircraft) may be required.
 - A current Australian driver's licence and a willingness to drive is essential.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: April 2026



Government of South Australia
Department for Child Protection