

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Team Leader - Children and Young Persons Program
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Allied Health Services Family Violence Counselling and Support Service
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time/Part Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Statewide Manager - Family Violence Counselling and Support Service
<b>Effective Date:</b>	August 2014
<b>Check Type:</b>	Schedule I
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or  Registered with the Occupational Therapy Board of Australia; or  Registered with the Psychology Board of Australia.  Current Working with Children Registration  <i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i>
<b>Desirable Requirements:</b>	Current Driver's Licence

*Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Coordinate the work of a team of professionals who provide services to children and young people affected by family violence as part of the multidisciplinary Family Violence Counselling and Support Service (FVCSS) established through the Government's *Safe at Home* initiative.

Coordinate the provision of specialist programs that incorporate multi-level assessments and interventions to address the needs of children and young people affected by family violence.

Contribute to the provision of an integrated response to children and young people affected by family violence in accordance with practice standards, agency policy and protocols.

Collaborate with related service providers and other sections of Government in the provision of services.

## Duties:

1. Coordinate and provide specialist services to children and young people affected by family violence that will assist with recovery from the effect of family violence.
2. Provide day to day practical guidance, leadership, supervision and direction to members of a professional team that provides services to children and young people affected by family violence.
3. Coordinate and provide services to both children and young people affected by family violence and to service providers that are consistent, effective, efficient, responsive and of the highest professional standard.
4. Continually liaise and communicate with other teams within the service and relevant service providers.
5. Participate in the development of interventions and/or programs and coordinate their implementation.
6. Monitor workflow and demand for the service, and participate in planning activities.
7. Provide advice to the Statewide Manager of FVCSS on matters relating to service objectives, standards, policies, protocols and professional practice, and assist with their development, implementation and evaluation.
8. Ensure the accurate recording and maintenance of data requirements and details of the client's assessment, treatments and discharge summaries in the client record along with the preparation of correspondence and documents, including the provision of information, as required.
9. Coordinate and participate in service improvement, professional development and research activities undertaken by the team.
10. Maintain contemporary professional knowledge through appropriate continuing professional development activities.
11. 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.
12. 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 positions at this classification level.

## Key Accountabilities and Responsibilities:

General professional guidance provided by the Statewide Manager FVCSS.

Regular professional supervision and performance reviews will be provided by the Statewide Manager FVCSS.

Responsible for the supervision and coordination of staff.

The Team Leader - Children and Young Persons Program is responsible for:

- The effective coordination and provision of services in accordance with organisational policies, strategic directions and legal requirements.
- Promoting the principles of workplace diversity and exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Provisions under the *Family Violence Act 2004, Children, Young Persons and Their Families Act 1997* and other relevant legislation.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Comprehensive knowledge of family violence with demonstrated experience in the provision of support and/or therapeutic services to children and young people with complex care needs including the ability to liaise effectively with family members and other service providers involved in their care.
2. Demonstrated ability to provide high level supervision, leadership and direction to a multidisciplinary team including knowledge of contemporary leadership practices, purchasing of services, best practice methods, quality improvement and the ability to monitor efficiency and effectiveness.
3. Highly developed self-management skills including the ability to plan, organise and prioritise workloads, while demonstrating adaptability and flexibility and commitment to a team-based approach to work in an environment subject to work pressure and change.
4. Highly developed interpersonal and communication skills, including verbal and written skills, enabling successful negotiation, conflict resolution, liaison and marketing.
5. Demonstrated service planning, development and evaluation skills and an ability to understand the political, social and organisational environment affecting service provision.
6. Demonstrated commitment to quality improvement, research and ongoing professional development and the ability to facilitate change, foster collaborative partnerships and influence the delivery of services to appropriately meet the needs of clients.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).