

RECOVERY SUPPORT TEAM LEADER EASTERN REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position Details

Position	Team Leader Recovery Support
Program	Recovery Support
Classification	SCHADS Award Level 7 (Social Worker Class 4) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time
Hours per week	38
Duration	Fixed Term
Location	Eastern Region
Reporting Relationship	This position reports directly to Recovery Support Coordinator
Effective date	July 2021

Overview of Program

The Anglicare Victoria Recovery Support Program is funded by the Department of Families, Fairness and Housing (DFFH) and State and Commonwealth funding sources. The program has been set up in direct response to the June 2021 storms and floods that have significantly damaged people's homes, workplaces and local infrastructure.

Anglicare Victoria's Recovery Support Program will be working with DFFH, local councils, housing agencies and other external stakeholders to support those families and individuals affected in the Outer Eastern Region.

The Recovery Support Program is working with families, individuals and business owners to provide case management support to those affected and assist with grant applications, community information and practical support

The Recovery Support Team Leader role provides practical support for those people who have been affected by the June 2021 Storms. This includes assisting in the completion of forms to access grants, provide financial and emotional support, information and support to access services including advice for business owners. The Team Leader will also provide outreach to vulnerable members of the community and manage a case load of community members requiring support.

Position Objectives

1.	To co-ordinate the delivery of a high quality program that provides genuine and positive outcomes for clients.
2.	To work in conjunction with the Coordinator to plan and implement responses in relation to sector and service developments.
3.	To ensure appropriate processes are in place to enable continuous improvement of services and to promote best practice and ongoing quality improvement of the program.
4.	To ensure the program is operated in accordance with service and quality standards, program targets, DFFH and related service agreements, organisational policies and accepted standards of practice.
5.	To provide ongoing support, supervision, performance management, learning and development of team members in this program.

Key Responsibilities

The key responsibilities are as follows but are not limited to:

1.	Ensure the delivery of program services meets client requirements and is in accordance with the service agreements and within program budget requirements.
2.	Monitor performance targets, outcomes, quality standards in service agreements, legislative and policy requirements, quality of care issues, reportable conduct and complaints.
3.	Monitor program performance and outcomes through the collection and analysis of service data and implement changes to the operation of the program.
4.	Participate in the professional development and recruitment of staff, including supporting a culture of reflective practice, quality supervision and coaching.
5.	Initiate and implement service improvements and participate in service redevelopment and redesign.
6.	Fulfil program requirements regarding case recording, data collection, registration standards and documentation as required.

Key Selection Criteria

 <p>Role Specific</p>	<p>1. A relevant tertiary qualification in Social Work, Psychology and/or related behavioural science at a degree level; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at the required level.</p>
	<p>2. An excellent understanding of disaster recovery and responding to people affected by natural disasters.</p>
	<p>3. Highly experienced in active engagement of vulnerable adults, children, youth and families and delivering a range of interventions to improve their outcomes, including advanced skills in case management and developing community linkages.</p>
	<p>4. Excellent experience in conducting risk and needs assessments (including family violence), and developing and implementing action plans.</p>
	<p>5. Leadership skills and ability to support staff in their practice, including promoting a learning and supportive workplace culture</p>
	<p>6. Well-developed skills and experience in delivering programs and services within required timeframes and budget parameters.</p>

Occupational Health & Safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____