

POSITION DESCRIPTION

Position:	Team Leader Home Based Care
Program:	Home Based Care
Classification:	SCHADS Award Level 6 Paypoint 1- 3 St Luke's Collective Agreement 2008 SW 3 Year 1-4 (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours:	Full time 38 hours per week
Duration:	Limited Tenure 24 months
Location:	Bendigo, including regional travel
Accountability:	This position is directly accountable to the Program Manager
Date:	September 2017

INTRODUCTION

At Anglicare Victoria our focus is on transforming the futures of children and young people, families and adults. Our work is based on three guiding pillars, Prevent, Protect, Empower. We offer a comprehensive network of services and seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

Anglicare Victoria has an official Reconciliation Action Plan (RAP) that bears the Reconciliation Action Trademark. The RAP requires that employees continue to develop their cultural competence so as to maximise opportunities and improved outcomes for Aboriginal and Torres Strait Islander peoples.

OVERVIEW OF PROGRAM

St Luke's is funded by the Department of Health and Human Services to provide Home-Based Care for children and youth aged 0-18 in the Loddon Campaspe area. The service is funded to provide different levels of support from Level 1 to Level 5 being the most complex and high risk clients. The service also provides the Circle Program as part of the Home-Based Care which works in partnership with Berry St Take Two. The service is comprised of four teams and is part of the greater Out of Home Care Service.

POSITION OBJECTIVES

The Team Leader Position has management and leadership responsibilities for a Home Based team. This role will ensure continued support to staff, and ensuring the needs of children/ youth, and carers are met. This is a key position within the Out of Home Care Services, given the links not only with Home Based Care but also Residential Care, Kinship Care, Adoption, ICMS and Targeted Care Packages. They support staff to work with the families of origin, caregivers and other professionals, particularly DHHS, to provide a high quality, stable placement that meets the child/young person's needs. Placements may be short, medium or long term. The program has a strong commitment to working with families towards reunification whenever possible. Aboriginal children are overrepresented in the Out of Home care program therefore Family Workers liaise with a number of key external Indigenous stakeholders

The key objectives of this position include:

- To provide individual supervision and support to team members on a regular basis as per Anglicare policy.
- To monitor service delivery and ensure it is of a high standard
- Ensure that children and young people's needs are met whilst they are in a Home Based Care placement.
- Maintaining accurate data to inform service needs and performance, with particular attention to mandatory requirements for being able to provide care.
- Ensuring all carer assessments and carer reviews are of a high quality.
- Supporting Caregivers in their caring role.
- Consulting and working with key stakeholders
- To maintain a strong focus on creative team visioning as well as for the broader Home Based Care Unit.
- To ensure that Home Based Care Services maintains strong partnerships within the Agency itself as well as the Department of Health and Human Services and other organisations and community groups.
- Ensuring accurate records are kept.

This position is responsible for embedding best practice into the team's daily duties, ensure compliance with relevant legislation and contracts and report any known breaches according to agency processes. The person fulfilling this role should understand the nature of risk and importance of risk management in an organisation.

KEY RESPONSIBILITIES

The key duties and tasks for the Team Leader include:

- Provide direct supervision to staff who are supporting children, young people and carers. This will include live, formal and informal supervision
- Provide placement support to children/young people within the Out of Home Care System (Foster Care), their caregivers and parents through regular phone calls, home visits and meetings in collaboration with staff.
- Providing case management to the children/young people
- Facilitating contact with the child/young person's family/extended family/community and to support reunification of children with their families wherever possible
- Writing reports when required by the Department of Health and Human Services or the courts, or when a report to the Court is considered to be in the best interests of the child/children
- Ensuring all children/ young people in care have Looking After Children (LAC) records that are up to date and ongoing for the time they are in care.
- Ensuring that children's physical, emotional and social needs are met whilst residing in care, through collaborative planning processes, and facilitate regular Care Teams.

BETTER
TOMORROWS

- Liaising and collaborating with other program areas or agencies in the range of services that are offered to a child/young person or family.
- Being persistent in attempts to engage with families in relation to their relationships with their children while in care.
- Recording all relevant details in children's electronic and paper files.
- Encouraging and developing positive working relationships with external organisations including the Department of Health and Human Services, Indigenous Services and a range of Allied Health Professionals.
- Participate in team meetings which consider continued program improvements, collaborative practice and skill development.

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.

KEY SELECTION CRITERIA

Essential

1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.
2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
3. Demonstrated experience in supervising staff using client focused competency based/solution focused approaches.
4. Demonstrated experience of child and adolescent development, abuse and trauma theories, and their link to service delivery.
5. High level verbal communication skills, experience in effective problem solving, dispute resolution, advocacy for clients, and service planning.
6. High level developed written skills, including report writing, case notes and the use of a range of electronic data systems.

1. Demonstrated understanding and commitment to building partnerships and networks with external organisations, with a particular emphasis on Indigenous communities.

Desirable skills, knowledge, and experience

1. An understanding of child protection legislation and practice in Victoria
2. Well developed time management and organisational skills
3. The ability to work as part of a team and the capacity to work flexible hours according to casework demands.
4. Demonstrated understanding and commitment to building partnerships and networks with external organisations, with a particular emphasis on Indigenous communities.

ADDITIONAL INFORMATION

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 or the St Luke's Anglicare Collective Agreement (2008). 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 and a current Driver's License and Employment Working with Children Check prior to commencement.