

TEAM LEADER POSITION DESCRIPTION

TRAK FORWARD

INNER EAST

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
Program	TRAK Forward
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
Fixed term end date	November 30 th 2021
Location	Inner East
Reporting Relationship	Program Manager, Family Violence
Effective date	October 2020

Overview of program

The **Inner East 'TRAK Forward' Program** (Therapeutic Recovery for Adults and Kids) is run in collaboration with partner agencies, Drummond Street and Relationship Matters. The program works with adult and children victim-survivors of Family Violence; offering a range of both joint and separate therapeutic interventions, as recommended by the Family Violence Royal Commission.

TRAK Forward uses a trauma-informed, phased based treatment framework. Women and children will have access to a key therapeutic recovery worker, therapeutic and safety focussed recovery plan, evidence based group work, 1:1 coaching (in home or in refuge), and access to ongoing peer support. In addition the program will work with men who use violence, to be accountable for their behaviour and learn to become a safe parent, including through links to programs that will address their behaviour.

Position Objectives

This position is to lead a therapeutic team of workers delivered in partnership between Anglicare Victoria, Drummond Street and Relationship Matters aimed to promote the recovery of parents and children who have experienced family violence. TRAK Forward will use a trauma-informed, phased based treatment framework to aid families in their recovery journey.

1.	To provide professional support, supervision, leadership and development to staff in relation to family violence assessment and therapeutic practice.
2.	To promote better therapeutic outcomes for children and their families through effective supervision and service coordination;
3.	To provide senior level practice consultation, joint planning and assessment and facilitate coordinated service responses, within a child centred, whole of family framework.
4.	To co-ordinate the delivery of high quality programs that provides genuine and positive outcomes for clients.
5.	To ensure the program is operated in accordance with service and quality standards, program targets, DHHS service agreement, organisational policies and accepted standards of practice.

Key responsibilities

Reporting to the Manager of Eastern Family Violence services the Team Leader will be responsible for the overall implementation and on-going operations of TRAK Forward.

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


1.	Supervision of a team of specialist group workers and child and family counsellors providing therapeutic interventions to parents and children who have experienced family violence.
2.	Ensure standards, quality and performance of the program is maintained in line with relevant Standards and the Service Agreement.
3.	Ensure that appropriate program procedures and processes are in place; including intake, case allocations, case planning and case review
4.	Develop and maintain effective external relationships with key stakeholders including the Consortium members, as well as Family Violence services, Child Protection, Police, Legal Services, Children and Family services, Health and Community Services and the Child and Family Service Alliance.
5.	Provide consultation and case direction and participate in and provide oversight to joint planning and assessment processes
6.	Monitor the progress of cases, including the effectiveness of safety plans
7.	Participate in group work facilitation and development, advocacy and community development as required.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

	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. Knowledge and experience in the use of current and relevant theoretical frameworks in relation to working with parents and children in the context of family violence.
	3. Demonstrated experience in staff supervision and development
	4. Demonstrated ability to lead a multi-disciplinary team and to create a positive workplace culture based on the pursuit of organisational objectives
	5. Skills in developing professional networks, referral pathways and working collaboratively with other professionals.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

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: _____