

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Team Leader – Family Violence Counselling and Support Service (Adult Program)
Position Number:	Generic
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Children and Youth Services - Operations
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Manager, Family Violence Counselling and Support Service
Effective Date:	August 2014
Check Type:	Schedule I
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an approved allied health professional tertiary qualification/program of study and registered with the relevant National Board or, in the case of self-regulated allied health professions, eligible for membership with the relevant professional association</p> <p>Current Working with Children Registration</p> <p><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></p>

NB: 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:

Work as an effective member of the multidisciplinary FVCSS Adult Program providing tailored programs that incorporate a multi-level mode of assessment and intervention, for adult victims who have experienced family violence.

Ensure an integrated approach to response services for adult victims of family violence and their families, and to ensure professional and practice consistency is delivered in a timely manner in line with practice standards and agency protocols.

Duties:

1. As a Team Leader, ensure the services delivered by the FVCSS Adult Program are of the highest professional standard, responsive, effective and efficient.
2. Ensure that the FVCSS Adult Program forms part of an integrated service system delivered by the FVCSS through continual and system liaison and communication with other teams within the Service, in addition to liaison and professional working relationships with other relevant service providers.
3. Contribute to and participate in the development, implementation and evaluation of client programs, and group sessions.
4. Provide telephone information and support, referral and advice to clients and other service providers.
5. Identify, develop and provide resources required to meet the needs of individuals and families.
6. As directed, participate in specialist teams, case conferences, case management and clinics conducted by the Service.
7. Accurately record and maintain unit data requirements and details of the client's assessment, treatments and discharge summaries in the clinical record as required.
8. Assist in the planning and management of human, financial and physical resources of the FVCSS Adults Service against agreed performance indicators and benchmarks, and provide leadership and supervision to staff.
9. Participate in quality improvement, education and research projects undertaken by the multidisciplinary team as required.
10. Maintain contemporary professional knowledge through appropriate continuing professional development activities.
11. Actively participate in and contribute 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.
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:

The Team Leader – Family Violence Counselling and Support Service (Adult Program) will receive general direction, regular professional supervision, and performance reviews from the relevant region's Manager, FVCSS. The occupant will be responsible for:

- Exercising judgment in the provision of safe, effective, and efficient professional services as part of the multidisciplinary FVCSS Adult Program.
- Supervision and management of FVCSS Adult Program workers.
- Promoting the principals 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.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise 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.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

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 knowledge and/or experience in the clinical and/or therapeutic management of clients with complex care needs including the ability to liaise effectively with family members and other service providers involved in their care.
2. Proven management experience, including knowledge of contemporary management practices, purchasing of services, best practice methods, quality improvement and the ability to manage financial, human and physical resources and 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.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).