

## TEAM LEADER POSITION DESCRIPTION

### PARENTZONE

### SOUTHERN

**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

<b>Position</b>	Team Leader
<b>Program</b>	ParentZone Southern
<b>Classification</b>	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)
<b>Hours</b>	Part Time
<b>Hours per week</b>	34.2 hours
<b>Duration</b>	Ongoing
<b>Fixed term end date</b>	NA
<b>Location</b>	Southern Region
<b>Reporting Relationship</b>	Program Manager, Community Services
<b>Effective date</b>	September 2020

## Overview of program

Parentzone Southern is the Regional Parenting Service within Southern Metropolitan region, available to parents, carers and professionals working with children and families. The program provides various delivery methods of parenting and family programs, a quarterly newsletter and other media resources. Parentzone also offers training and consultancy for professionals and information about other family support agencies.

## Position Objectives

1.	Contribute to the provision and management of the day to day delivery of high quality, flexible and accountable skill development services to children, young people, parents and families
2.	Create a team environment that supports and supervises staff and volunteers to ensure the best possible outcomes for clients
3.	Contribute as part of the regional organisational management structure
4.	Maintain communication links and cooperative arrangements with appropriate funding bodies, community service providers and other key stakeholders relevant to the program.

## Key responsibilities

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

1.	<p><b>Service Management:</b></p> <ul style="list-style-type: none"> <li>▪ To manage the day to day of parenting services and professional training activities, promoting quality and service improvement</li> <li>▪ To participate in service development and redevelopment as required</li> <li>▪ To provide strength based supervision</li> <li>▪ Manage staff issues as they present and develop a strong, resilient team</li> <li>▪ To ensure specific service standards are met and contribute to the establishment of performance targets and ensure monitoring systems are in place for accountability purposes</li> <li>▪ To coordinate and lead team activities such as team meetings and practice forums</li> <li>▪ To coordinate the development, implementation, monitoring and evaluation of the program</li> </ul>
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2.	<p><b>Resource Management:</b></p> <ul style="list-style-type: none"> <li>▪ To recruit and recommend selection of staff and assess training needs</li> <li>▪ Ensure maintenance of personal files, sign time sheets, monitor and approve leave applications, resource, train and supervise staff.</li> <li>▪ Implement performance management systems.</li> <li>▪ Undertake staff performance development plans.</li> <li>▪ Maintain staff morale, cohesiveness and strong sense of team.</li> <li>▪ To maintain accountability for budget and initiate corrective action as required</li> <li>▪ To promote Anglicare Victoria, marketing and fund raising as required</li> </ul>
3.	<p><b>Service Delivery:</b></p> <ul style="list-style-type: none"> <li>▪ To ensure the provision of a professional service to parents and professionals.</li> <li>▪ To ensure accurately records are kept of client contact information as part of the agency data collection system both for accountability purposes and to assist in planning and targeting service delivery according to identifiable needs</li> <li>▪ To prepare reports for various funding bodies and the agency on client contacts and program performance</li> <li>▪ To liaise with staff from government and non-government agencies on a range of issues relating to clients</li> <li>▪ Participate in the development of an appropriate service model for tenders.</li> </ul>
4.	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>▪ To negotiate a variety of relationships including those with funding bodies, external stakeholders and the larger management team</li> <li>▪ To maintain contact with other service providers and agencies in order to promote integration of the service and best practice in the field</li> <li>▪ To represent Anglicare Victoria Parentzone Programs on relevant local bodies in consultation with the Manager</li> <li>▪ To participate in Agency strategic planning, evaluation and administrative procedures as required</li> <li>▪ To participate in professional development activities in order to maintain skills appropriate to the demands of this position</li> </ul>

## Key Selection Criteria

 <p>Role Specific</p>	<p>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</p>
	<p>2. Demonstrated experience in the supervision of multidisciplinary staff and ability to manage complex issues</p>
	<p>3. Extensive familiarity with a wide range of theoretical approaches relevant to parenting, including child development and the impact of trauma and the legislative framework surrounding the safety and wellbeing of children and young people.</p>
	<p>4. Demonstrated leadership in program development, implementation and evaluation</p>
	<p>5. Demonstrated ability to liaise, negotiate and develop partnerships with government and non-government organizations and community groups</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: \_\_\_\_\_