

PROJECT WORKER POSITION DESCRIPTION

ZOE SUPPORT AUSTRALIA/ANGLICARE VICTORIA

ST LUKE'S REGION - MILDURA

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	Project Worker
Program	Family Services – Zoe Support
Classification	SCHADS Award Level 6 (Social Worker Class 3)
Hours	Part Time
Hours per week	0.4 (15.2 hours per week)
Duration	Fixed Term
Fixed term end date	12 months
Location	Mildura
Reporting Relationship	This position reports directly to the Team Leader of Mildura
Effective date	July 2019

Overview of program

Family Services in the St Luke's Region consist of a range of programs that provide support to families who have dependent children. The aim of Child and Family Services is to provide quality in-home and community interventions; with ranging intensities and flexible service delivery hours [outside the usual business hours].

Services and support is delivered in a child-centred, family focused way and works alongside families to address the changes that may need to occur for their children to be safe at home.

This role will be based in Mildura and work with the clients connected with Zoe Support. Zoe Support Australia ('Zoe Support') is a not-for profit, community-based organisation operating in the Rural City of Mildura.

Zoe Support is focused on four key aspects:

- Support services to assist pregnant and parenting young mums.
- Support services for young mums to re-engage in education.
- Life skills programs focused on parenting and managing a home.
- Child care with a focus on early intervention and best start principles

Anglicare Victoria and Zoe Support are entering into a partnership to provide Family Services support to eligible clients of Zoe Support Australia. It is an expectation that Anglicare, as an accredited Family Services provider under the DHHS Standards, will work with Zoe Support to establish service delivery and provide support on their path to accreditation.

Position Objectives

1.	To lead the implementation of the Zoe Support [™] Early Help Family Services partnership between Anglicare Victoria and Zoe Support Australia, and deliver on the project plan.
2.	To support the delivery of genuine and positive outcomes for young people and their children; that increases safety, access to services and prevents entry into the statutory system.
3.	To ensure that the principles and values of both Zoe Support Australia and Anglicare Victoria are considered in all aspects of the project.

Key responsibilities

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


1.	Develop, implement and monitor a project plan, alongside Zoe Support Australia and Anglicare Victoria, ensuring that key timeframes are adhered to.
2.	<p>To establish and maintain the Zoe Support™ Early Help Implementation Partnership Committee to oversee the implementation and evaluation of the project, including:</p> <ul style="list-style-type: none"> Supporting the implementation of delivery of Family Services by Anglicare alongside Zoe Support. Supporting capacity building activities in relation to accreditation for Zoe Support. To work alongside Zoe Support to identify opportunities to build relationships and integrate with other key stakeholders, such as, the Mallee Child & Family Services Alliance [MCFSA].
3.	Provide expertise and knowledge in Family Services delivery to assist Zoe Support Australia's aspirations to be accredited as a Family Services provider under the DHHS Standards.
4.	Ensure that the partnership, service delivery and accreditation support continues to progress forward and align with the project expectations outlined by DHHS.
5.	Work with the key stakeholders to identify the most effective referral pathway for the families supported by Zoe Support Australia who will work with Anglicare Family Services.
6.	To ensure that planning and service delivery, considers the needs of Aboriginal, CALD and LGBTIQ services and/or communities to ensure we are practicing in a way that strengthens outcomes for young people and their children.
7.	Work alongside the Program Manager and Team Leader to ensure reporting requirements and contractual arrangements with the funding body are met in accordance with the funding and service agreement.
8.	Ensure that the work is aligning with Zoe Support and Anglicare's agency Values.

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).

 Role Specific	1. Relevant tertiary qualification in social work, community development, early childhood or related discipline.
	2. Demonstrated knowledge of the Family Services system to meet the needs of families, and the requirements of DHHS performance, reporting and compliance with standards.
	3. Demonstrated experience and knowledge in community development principles and practices and their application when working within communities to build capacity, and understanding of placed based and outcome focused approaches.
	4. Demonstrated experience/skills in project management and ability to manage projects effectively with sound written, verbal and analytical skills.
	5. Demonstrated skills and experience in developing and maintaining strategic partnerships, and commitment for working collaboratively with diverse stakeholders.
	6. Demonstrated ability to provide support and supervision to team members and to work within a team environment.

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: _____