

About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

Out of Home Care

As the state's leading provider of out-of-home care services for children and young people aged 0-18, we provide support to children and young people unable to live with their families, and ensure they are safe and nurtured in their out of home care placements. AV provides a full continuum of out of home care services, including foster, kinship and permanent care, and specialized models such as therapeutic foster care and the Loddon Care Hub. Components of the service include recruitment, assessment, and support of caregivers, working with the families of children in placement to support reunification and ongoing family connection, grief and loss work, case management and fulfilling statutory obligations. We support more than 1500 children and young people in care each year. We also aim to support the reunification of families and to keep children connected to their parents, community, and identity. Our programs are developed to improve the outcomes for children and young people, as well as the delivery of support through place based and community support, strengthening connection to community supports for the child, young person and their family, in addition to supervision and development of carers.

Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Out of Home Care
Program:	Care Hub, Out of Home Care, Foster Care, Kinship Care etc
Reports To:	Team Leader or Similar
Direct Reports:	May supervise less experienced employees
Internal Stakeholders:	All employees and managers
External Stakeholders:	Children, Young People, Families, Government Departments, Partner Organisations, Service Providers, Contractors, Community Services
Classification:	Level 8

About You (Key Selection Criteria)

Qualifications/Licences

Required:

- A relevant tertiary qualification in Bachelor or Master of Occupational Therapy, Master of Psychology, Bachelor or Master of Social Work, Masters Family therapy and eligibility for registration with the applicable professional association at Masters or degree level with substantial relevant experience; post graduate qualification; associate diploma with substantial experience; attained through previous appointments, service and/or study with a combination of experience, expertise, and competence sufficient to perform the duties required at this level.
- Victorian Drivers Licence.

Desirable:

Knowledge and skills

- Substantial experience in working with young people living with complex trauma, mental health, disability and substance abuse and with a demonstrated ability to make a positive difference.
- Ability to conduct a file review and create a comprehensive therapeutic assessment including analysis, formulations, and also recommendations for care of the Young Person.
- Ability to provide direct client work with children, young people and families utilising expert knowledge and relevant approaches that underpin case work practice within families.
- Knowledge and experience in the Child Protection and Out-Of-Home Care systems including relevant legislative and statutory provisions and frameworks, compliance requirements and principles.
- Knowledge and experience in mental health issues experienced by young people and of the mental health system supporting young people including a sound understanding of the Mental Health Act.
- Excellent knowledge of and demonstrated experience in the application of relevant theoretical approaches that underpin the provision of therapeutic services to vulnerable children, young people and families.
- Excellent skills in providing expert case consultation and advice to other professionals, particularly around trauma, attachment and development assessments.
- Systemic skills in working collaboratively and effectively with our partners such as Child Protection and mental health services.

Personal Qualities

- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.
- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness, and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Self-Development:** the desire to continually develop, inquire and learn through on-the-job experiences, exposure through participating in events, mentoring and education.

Your Contribution (responsibilities)

The key contributions in the role are outlined below:

Role Specific

- Participate in highly complex family assessments that identify the health, therapeutic, wellbeing and safety needs of the family involved with our services that focus on identifying the capacity and constraints of the families to make necessary changes.
- Assesses the therapeutic needs and strengths of the child or young person and their family and contributes to the consolidated assessment and plan.
- Provide individual therapeutic support for children or young people and families using a range of evidence based therapeutic models and frameworks.
- Provides evidence-based therapeutic interventions to support the recovery of the child or young person. Through direct face-to-face support to the child or young person and family.
- Implements care plans in line with Program guidelines and best practice frameworks.
- Build confidence and competence in teams, in support of employees provide quality services, through the provision of professional development, reflective practice, consultation and coaching.
- Provides support to the care team in delivering therapeutic responses to the child or young person and or family.
- Promote the ability of communities, children, young people and parents/caregivers to recover from the effects of abuse, family violence, trauma and loss.
- Contributes to the development and maintenance of a learning environment and cohesive multi-disciplinary team across the consortium, through staff meetings, team meetings, employee development, supervision and reflective practice.
- Develop good working relationships and work within a collaborative care team approach with consortium partners including Aboriginal services to ensure cultural safety in our practice, strengthening outcomes for aboriginal children and young people.
- Fulfil and adhere to the program obligation regarding case load requirements, guidelines, targets, case recording, statistics, and other data collection and funding expectations.
- Partner with the Program Manager and Team Leader, in taking a planned approach to supporting practice development, quality service delivery and risk management across the service area.
- Support students on placement with appropriate supervision and mentoring and provide advice and support to less experienced employees.
- Providing leadership through undertaking case reviews and the development of case studies to demonstrate impacts, analysis data and identify themes across the program/s to support ongoing improvements and advocacy at a collective level for consideration.
- Applying sound decision making in respect to day-to-day program requirements.

General

- Ensure familiarity and compliance with all governance, policies, and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates, and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops, and conferences, as required.
- Ensure privacy and confidentiality is always upheld.

- Professionally represent AV and our services at forums, meetings, and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and use new ways of working to enhance collaboration, effectiveness, and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

It is an inherent requirement of the position to have (and commit to providing) some flexibility to perform work outside of standard office hours to service the needs of the client. By accepting this position, you commit to working within the parameters of such flexible hours.

Our Commitment to Health, Safety & Wellbeing

AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQ+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.