

## ACMS/TCP WEST TEAM LEADER POSITION DESCRIPTION (WESTERN)

**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>	Adolescent Case Management Support Service (ACMS)/Targeted Care Packages (TCP) Team Leader
<b>Program</b>	ACMS
<b>Classification</b>	SCHADS Award Level 7 (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
<b>Hours</b>	Full Time
<b>Hours per week</b>	38 HRS
<b>Duration</b>	Ongoing
<b>Location</b>	Western
<b>Reporting Relationship</b>	This position reports directly to Program Manager for Youth and Community Services
<b>Effective date</b>	October 2021

## Overview of Program

The Adolescent Case Management Support Service (ACMS) is an outreach case management program operating five days a week. The team currently consists of 5 permanent Case Managers and a Team Leader.

The program provides a case managed specialist support service to young people (12-17 years) on Child Protection orders with the Department of Families, Fairness and Housing Victoria. The young people we work with predominantly reside at home or in alternative community placements. Our clients are considered to be at risk of future harm, given their histories of abuse, trauma and neglect.

The Targeted Care Packages (TCP) are an initiative of the Department of Families, Fairness and Housing Victoria in response to the State Government priority to reduce the number of children/young people residing in residential care. TCP's are creative and innovative placements developed around specific children/young people aged 10 -18 years as a wrap - around service incorporating all aspects of support and brokerage in order for them to successfully transition out of residential care to any alternative form of placement that will better meet the young persons' needs.

TCP's are designed to provide holistic support to young people, their family, carers and others through a care team model, across the service system. TCP's are developed that will follow the young person throughout the remainder of their care experience, for a period of up to 6 months post reunification or permanent care and 12 months from the end of their last statutory order if leaving care as an 17 or 18 year old. TCP's are designed to sit outside of traditional program boundaries.

The role is a very rewarding one that enables positive change to occur for some of the most vulnerable young people and families in our community.

## Position Objectives

The Team Leader ensures the provision and management of the day to day delivery of high quality, flexible and accountable support and skill development services to adolescents and their families both through the ACMS and the TCP program. This position also aims to create a team environment that supports and supervises staff to ensure best outcomes possible for clients.

The Team Leader ensures an active and collaborative care team approach to delivering outreach, case management and care packages which bring together cross sector organisations and programs as well as a focus on a common agenda that results in long lasting change.

The Team Leader is part of Anglicare Victoria's management structure within the Western region and contributes to ensure adherence to the relevant DHHS compliance standards and Anglicare Victoria Policies and Procedures.

## Key Responsibilities

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


1.	Develop TCP proposals including costings using current tools provided by DHHS TCP coordinators. Liaise with TCP coordinators and other service providers ensuring that all proposals are inclusive of the needs required for the young person to be well supported.
2.	Liaise with staff from government and non-government agencies on a range of issues relating to clients
3.	Ensure that working relationships with families demonstrate respect and honest communication, particularly about protective concerns and consequences.
4.	Provide supervision and support to program staff, in a manner that maintains and reinforces professional standards and relationships and builds a positive and effective team culture.
5.	Ensure that program is compliant with the service standards and all administrative tasks are completed in relation to CRISSP/CRIS systems within Child Protection for both ACMS and TCP program.
6.	Maintain up to date information in relevant training and research that will improve the level and quality of service delivery within the program.
7.	Participate in meetings and produce reports as directed by Program Manager, Other duties 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).

 <p>Role Specific</p>	<ol style="list-style-type: none"> <li>1 Relevant tertiary qualification in social work, psychology, welfare, youth or related discipline and experience.</li> <li>2 Experience in a leadership role and team development, incorporating experience and knowledge in providing supervision of staff and reflective practice.</li> <li>3 Have a sound understanding of the Child Protection system and experience in strengthening the resilience of the families/caregivers to best support young people</li> <li>4 Knowledge of relevant policies and legislative frameworks regarding the protective and correctional responsibilities for children and young people.</li> <li>5 Ability to monitor and work within program budget parameters.</li> <li>6 Ability to provide relevant written reports when required and understand continuous learning quality assurance principles.</li> <li>7 Ensure staff have the skills, tools and guidance to complete and meet required deadlines.</li> </ol>
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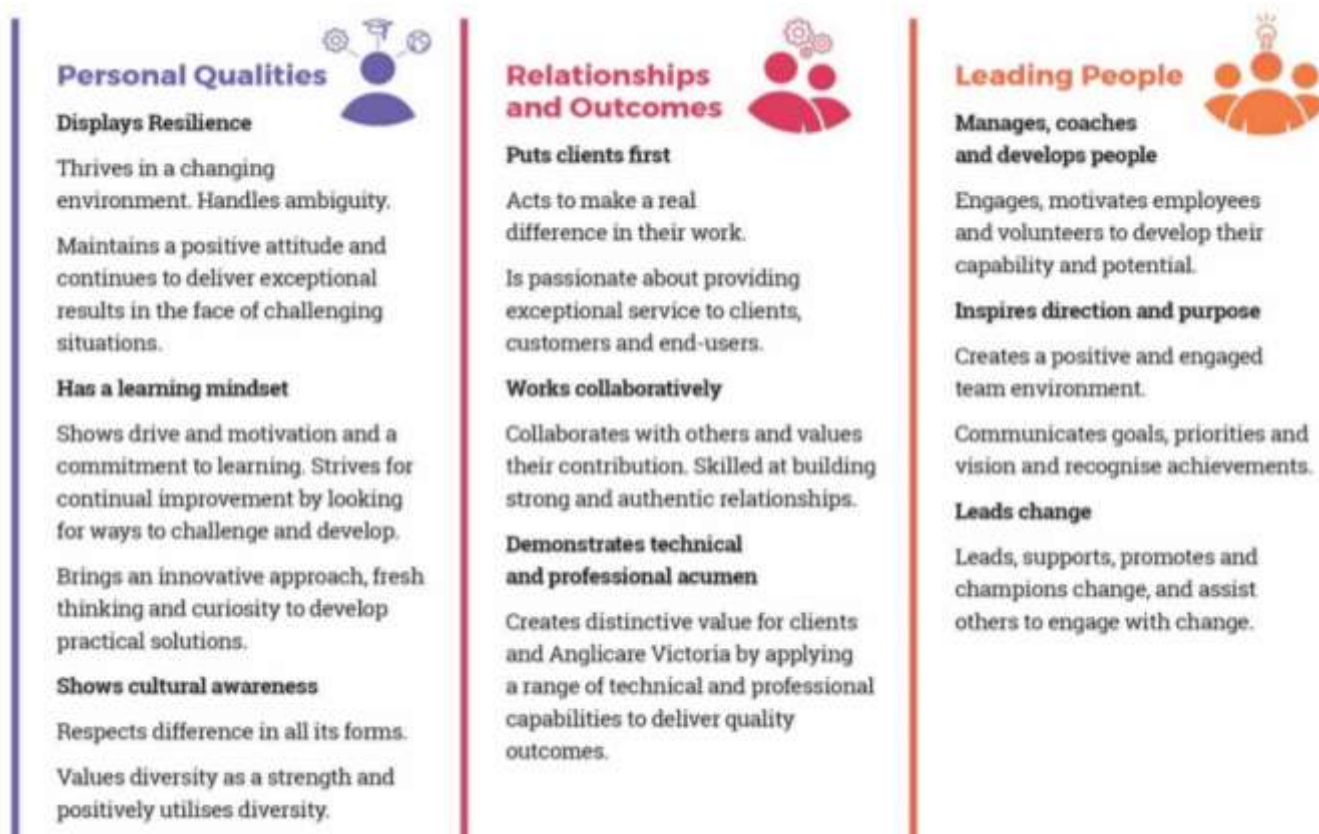
## Key Selection Criteria (continued)

### 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 two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (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.



## 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.
- 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.
- A current Victorian Driver's licence is essential.

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_