

# Position Description

<b>Title</b>	Team Leader, Kinship Care
<b>Business unit</b>	Children, Youth & Families
<b>Location</b>	Level 7, 280 Thomas Street, Dandenong
<b>Employment type</b>	Full time   Maximum term for 12 months (parental leave cover)
<b>Reports to</b>	Manager, Adoption, Permanent & Kinship Care

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice  
**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Team Leader, Kinship is responsible for the development, delivery, performance and quality of the Kinship Program. The position has an operational focus and is expected to contribute to the development of strategic initiatives and plans.

The Team Leader provides leadership to case managers and is responsible for contributing to the delivery and development of services that respond to consumer needs and identify and respond to evolving service development needs. The position is responsible for ensuring services meet and maintain accountability for statutory and reporting requirements.

## 2. Scope

**Budget:** Nil

**People:** Case Managers

## Position Description

### Team Leader, Kinship Care

### 3. Relationships

#### Internal

- Senior Program Management
- Staff, volunteers and contractors
- Uniting Corporate, Support Services and Mission divisions

#### External

- Consumers and their families, carers and/or advocates
  - Government departments and other funding bodies
  - Key partners, community services networks and peak bodies
- 

### 4. Key responsibility areas

#### Leadership and team work

- Lead a team of case managers to provide effective assessment, support and case management services to clients and achieve the desired outcomes
- Ensure the team of case managers provide relevant and current information with an ability to facilitate access to appropriate services where required
- Ensure case managers provide a client focused approach which takes into account individual client needs
- Meet key performance indicators around service performance and delivery to ensure quality client outcomes
- Ensure service delivery is within the set budget to ensure optimal client and service outcomes are achieved within the resources provided
- Foster and contribute to the ongoing development of improved practice standards and client management
- Promote and maintain a positive and collaborative work environment and work with other leaders and staff to continue to improve and support a positive work culture

#### Coaching and supervision

- Drive the formal leadership, learning and coaching of team members
- Provide ongoing supervision, coaching, support and constructive feedback to address individual and team capability gaps and grow potential
- Assist in prioritising the work of others; promote and model sharing of knowledge and information
- Assess the effectiveness of team members and participates in organizing the allocation of work to staff

#### Continuous improvement

- Provide authentic team leadership to the paid and unpaid workforce and the highest level of professional conduct in alignment with Uniting's values policies and procedures
- Lead, motivate, coach and inspire an engaged, capable, consumer-centric and productive workforce to achieve positive consumer and community outcomes
- Be a champion for employee engagement to develop and sustain a positive workplace culture
- Model, promote and maintain a positive, respectful and enthusiastic work environment
- Provide support, guidance, coaching, leadership and empowerment to the team including constructive feedback through regular supervision and performance reviews
- Lead the team in leading practices and effective process governance

#### People and teams

- Establish, lead, coach and inspire an engaged and productive team

## Position Description

### Team Leader, Kinship Care

- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values

### Legal requirement, risk and financial management

- Ensure all legal, funding, compliance and statutory requirements are met including serious incidents, reportable conduct, mandatory reporting (child safety) and mandatory case practice requirements. Proactively develop, implement and review contingency plans, if required
- Contribute to annual budget development for the Kinship team and support monitoring and management of financial and human resources to achieve optimal service outcomes, efficiency and sustainability
- Proactively identify and report on financial risks that may result in potential variations and implement remedial plans, as required
- Embed strong risk management practices in services and foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks in line with agency policies and procedures
- Provide regular reports on required service delivery and related issues (staffing, financials, opportunities, planning, compliance etc.) including remedial action plans, as required
- Implement and monitor appropriate information and record keeping, case reporting, document storage and retrieval processes and systems are in place and maintained in line with knowledge management procedures
- Ensure brokerage expenditure promotes optimal consumer and/or community outcomes within allocated budget

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

---

## 5. Performance indicators

- Quality and performance of programs and services
  - Workforce performance and development
  - Stakeholder engagement
  - Risk management
- 

## 6. Person specification

### Qualifications

- Diploma of Community Welfare Work, Diploma of Youth Work or equivalent (essential)
- Tertiary qualifications in Social Work or equivalent (desirable)

### Experience

- Experience in a supervisory role, preferably in the children, youth and families sector supporting children and young people in out of home care

### Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for children and young people
- **Professionalism:** Execute day-to-day activities in a positive, friendly and enthusiastic manner
- **Culturally aware:** Value diversity as a strength and positively promote diversity
- **Client focused:** Prioritise needs of clients
- **Communication:** Clear communication skills

### Other requirements

- Current driver's licence (Victoria)
  - A satisfactory national police records check is a condition of this position and repeated every three years
  - Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health & Safety etc.)
- 

## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

---