

### Position Purpose

Parentzone Gippsland is a regional parenting service that aims to strengthen family life in Gippsland by promoting positive parent/child interactions and relationships. This is achieved through the provision of educational/support group programs in locations across the Gippsland region that assist in the development of parenting skills, competencies and relationship building for parents.

### Position Objectives:

- Provide high level leadership for all staff, volunteers and partner agencies within the program
- Ensure that all service standards and targets are met, and that appropriate processes are in place to enable continuous improvement of services
- Monitor and maintenance of the program budgets and business plans, and ensuring business plan objectives and budget targets are achieved
- Ensure implementation of organisational policy, standards and procedures.

### Organisational Context

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.

Anglicare Victoria is committed to ensuring diversity and inclusivity are embedded throughout our organisation for the benefit of our clients, volunteers and employees. Welcoming, supporting and celebrating diverse talents, knowledge, perspectives and experiences strengthens our workforce and our relationships with the communities we work with.

Our focus is to create a more just society which means eliminating discrimination in the services we deliver and the workplace we provide. We strive to be an inclusive, safe and responsive organisation which promotes diversity and actively supports inclusion for Aboriginal and Torres Strait Islander peoples, people from LGBTIQ+ communities, people with disabilities, people from diverse cultural and linguistic backgrounds, people of all ages, people with caring responsibilities and people with diverse religious beliefs or affiliations.

Being a diverse and inclusive organisation goes to the very heart of our work, and supports our strategic intent to transform the future of vulnerable children and their families.

### Position specifications

Position	Team Leader, ParentZone Gippsland
Reports to:	This position reports directly to the Program Manager Placement and Support
Direct reports:	Group facilitators

Internal stakeholders:	Management Team, other members of the program as well as the broader Anglicare Victoria organisation.
External stakeholders:	Department of Families, Fairness, and Housing; Department of Social Services; and other Government bodies, strategic networks and partners, external auditors
Classification	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)
Hours	Full time (38 hours per week)
Duration	Fixed Term
Location	Morwell, with travel throughout Gippsland as required.

### Key responsibilities

- Ensure that service delivery is focused on the needs of the service users and that it occurs within the constraints of budget and Service Agreement parameters.
- Under the direction of the Program Manager, actively explore opportunities for continual improvement of standards of service, organisational processes and practices within the program.
- To promote the program across the service sector, identify service system issues/gaps and participate in the development of effective service responses to these issues.
- Develop and maintain communication links and cooperative arrangements with the appropriate funding body, community service providers and other key stakeholders relevant to the program
- Monitor program budgets in consultation with the Program Manager and Regional Accountant, in accordance with parameters set by Finance Department.
- To maintain relevant data reporting systems
- Supervising program staff, within the framework of agency policy and procedures in relation to service delivery, casework supervision, role performance feedback, professional development and discipline, through an appropriate program supervision structure.

Workplace Health & Safety activities	Inclusivity
<ul style="list-style-type: none"> <li>• Take reasonable care for your 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.</li> <li>• Take reasonable that your actions or omissions do not adversely affect the health and safety of themselves and others</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure an engaged, positive and professional workplace culture in line with the expectations and policies of Anglicare Victoria.</li> <li>• Ensure an inclusive environment for all to support the maturing of our workforce in respect to Diversity &amp; Inclusion across all</li> </ul>

<ul style="list-style-type: none"> <li>Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace</li> <li>Report all injuries, illness or 'near misses' to your Supervisor or Manager</li> <li>Participate in relevant health and safety training based on roles and responsibilities</li> </ul>	<p>groups including LGBTIQ and Indigenous and Torres Strait Islanders.</p> <ul style="list-style-type: none"> <li>Promote and role model positive behaviours and an open, inclusive and collaborative approach to working always behaving ethically and with integrity</li> </ul>
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## Selection Criteria

<h3>Training and Qualifications</h3>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<h3>Essential experience and skills</h3>	<h3>Capabilities required</h3>
<ul style="list-style-type: none"> <li>Demonstrated leadership capability with a multi-disciplinary team and to create a positive workplace culture based on the pursuit of organisational objectives.</li> <li>Excellent communication with ability to engage with a wide variety of people.</li> <li>Skills in developing professional networks, referral pathways and working collaboratively with other professionals.</li> <li>Relevant knowledge and competence in parent education and in working with vulnerable families.</li> <li>Experience in maintaining data reporting systems.</li> <li>Excellent working knowledge of the statutory service system including risk assessment and child safety frameworks.</li> </ul>	<ul style="list-style-type: none"> <li>Displays resilience</li> <li>Has a learning mindset</li> <li>Shows cultural awareness</li> <li>Puts clients first</li> <li>Works collaboratively</li> <li>Demonstrates technical and professional acumen</li> <li>Manages, coaches and develops people</li> <li>Inspires direction and purpose</li> <li>Leads change</li> </ul>
<h3>Essential requirements</h3>	
<ul style="list-style-type: none"> <li>All Anglicare Victoria team members must provide evidence of their valid working rights through an Australian/New Zealand birth certificate or passport, Citizenship certificate or Permanent residency certificate or an International passport with evidence of a valid working visa, which is subject to a Visa Entitlement Verification Online (VEVO) check.</li> <li>All Anglicare Victoria team members' offers of employment are subject to a satisfactory Criminal History Check, possession of a current Working with Children Check and a current drivers license that is valid in the state of Victoria prior to commencement.</li> </ul>	