

TEAM LEADER POSITION DESCRIPTION

AOD & BREAKING THE BARRIERS

Western Region

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	Team Leader
Program	AOD & Breaking the Barriers
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	Part Time
Hours per week	22.8 HRS
Duration	Ongoing
Fixed term end date	N/A
Location	Western
Reporting Relationship	This position reports directly to Youth & Parish Partnerships Program Manager
Effective date	September 2019

Overview of program

The AOD & Breaking the Barriers Program consists of a team of multi-disciplinary professionals that include drug and alcohol assessment, counseling, Care & Recovery AOD case management, Breaking the Barrier, Residential AOD outreach and The Garage Youth Drop in program. The agency also provides a needle and syringe exchange program from its premises to the community.

This position aims to bring about effective support and supervision structures to ensure quality service provision to the clients of Anglicare Victoria. The following positions will directly report to the successful candidate:

- Reach Out – Youth AOD Outreach – 1 EFT
- Discovery – AOD Day Rehab program – 1 EFT
- Breaking the Barriers – 1 EFT
- AOD Care and Recovery - .8 EFT
- AOD Counselling & Assessment – 1 EFT
- AOD Family Reunification .8 EFT
- Resi Youth Outreach Support .6
- Garage Facilitator .4 EFT & 2 students
& 2 Volunteers

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

- To manage the delivery of high quality, flexible and accountable AOD counselling services across the western suburbs.
- To ensure that the service is operated in accordance with service agreements, organizational policies, and accepted standards of practice.
- To ensure the ongoing support, supervision, performance management, learning and development of service staff.

Key responsibilities

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


1.	Provide regular professional supervision to program staff ensuring effective performance, support and wellbeing.
2.	Liaise with funding bodies, participate in the negotiation of service agreements and ensure that performance targets are met.
3.	Prepare reports for Agency management and funding bodies as required.
4.	Respond to enquiries or complaints in relation to service delivery and escalate these to program management as required.
5.	Initiate service improvements and participate in service redevelopment and redesign as required.
6.	Monitor and ensure compliance with program-specific policies and procedures.
7.	Contribute to the preparation of program budgets, maintain accountability for these budgets and implement correction action 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"> 1. Relevant Tertiary qualification in Social Work, Psychology, Family Therapy or other AOD counselling related discipline and experience. 2. Experience in staff supervision and the administration of other staff support structures. 3. Extensive familiarity with a wide range of theoretical approaches to AOD counselling and young people leaving DHHS care. 4. Ability to work both independently and as a member of a team, with the ability to show leadership in program development, implementation and evaluation. 5. Excellent written and oral communication skills, including the ability to liaise and negotiate with government, non-government organisations and community groups. 6. Effective conflict resolution skills, including the ability to appropriately balance competing demands and interests of key stakeholders such as clients, caregivers, DHHS and community organisations. 7. Working knowledge of specific AOD related data systems and reporting requirements e.g. Penelope, Redicass and VADC.
--	--

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.

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.
- A current Victorian Driver's license is essential.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____