

HOUSE COORDINATOR POSITION DESCRIPTION

KEEP EMBRACING YOUR SUCCESS (KEYS) SOUTHERN

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	House Coordinator
Program	Keep Embracing Your Success (KEYS)
Classification	SCHADS Award Level 6 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Full Time
Hours per week	38
Duration	Fixed Term
Fixed term end date	30/06/2019
Location	Southern, Noble Park
Reporting Relationship	This position reports directly to KEYS Team Leader
Effective date	November 2018

Overview of program

Anglicare Victoria, in conjunction with Mind Australia and Monash Health are excited to be delivering a new Intensive Support Service for young people aged 13 – 16 years who experience complex emotional and behavioral difficulties and are currently in, or are likely to be placed in, residential care.

KEYS is a transitional model, with placement duration ranging from 6 – 18 months. KEYS will take a new approach to working with highly vulnerable young people, who will receive a range of support, treatment and other therapeutic interventions and be actively assisted and supported to transition into a form of home-based care, or move directly to independent living.

KEYS is delivered from two sites, one in Dandenong and one in Noble Park. Each site will work with eight young people at any given time, with four young people living in an KEYS house and four who have transitioned through the live-in component of the service to home based care arrangements or independent living.

Implementation of KEYS will be underpinned by the following principles:

- A positive and aspirational culture
- A consistently applied theoretical framework
- Comprehensive assessment and planning
- Individualised holistic assessment and tailored therapeutic treatment and care plans.
- Connection to culture, family, community and land for Aboriginal young people
- Culturally informed practice
- Family inclusion
- Interdisciplinary collaboration
- A teaching and learning
- A physical environment
- Access to education and/or vocational training.
- Planned and supported transitions into and out of the service.

Position Objectives

1.	The House Coordinator will be part of the KEYS Leadership Team, and will undertake a quality and effective care for young people in the out-of-home care sector.
2.	Will ensure that the young people's needs are met in a timely manner.
3.	Develop interventions to reduce risks to children and young people's safety and wellbeing.
4.	Work with children and young people to empower and support them to manage their life situation and to take charge of their lives, including a positive engagement with their community.

Key responsibilities


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

1.	Ensure appropriate therapeutic interventions and responses are used to work with all children and young people, and which promote stability, development and long term planning.
2.	Provide support that is therapeutically informed and is based on the best interest of the child or young person.
3.	Develop and maintain effective relationships with other agencies, services, networks and supports that exist in the community and utilise these to support, inform and create independence for the young people in the program.
4.	Ensure that procedures relating to the house communication book, records of expenditure, reporting and recording of critical incidents, maintaining client files, and all other operational processes and procedures are followed
5.	Promote a culture of group cohesion and the positive utilisation of group dynamics within the service.
6.	Be available to work flexible working hours including evenings as required.
7.	Other duties as required.

Key Selection Criteria

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).

 Role Specific	1. A qualification in Social Work, welfare, Family Therapy, Psychology or Youth Work is essential.
	2. Relevant experience and competence in the human service field including knowledge and experience in working with children and young people in out of home care.
	3. Knowledge of child and adolescent development and the theories, as well as the ability to select and utilise relevant theoretical frameworks and tools in formulating suitable assessments of young people in care
	4. Ability to implement appropriate evidence-based interventions.
	5. Ability to engage and lead a care team including a range of different people, including but not limited to: Young People, Families, Residential Skills Caches, Monash Health, Child Protection Practitioners and Senior Managers at DHHS.

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 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.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
