**Senior Team leader POSITION DESCRIPTION**

**Residential care services**

**North 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**

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| **Position** | Senior Residential Care Team Leader |
| **Program** | Residential Care, Residential & Youth Services. .  |
| **Classification** | SCHADS Award Level 8 (Social Worker Class 4 + HD)Level 8 (Social Worker)(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 hrs per week |
| **Duration** | Ongoing |
| **Fixed term end date** |  |
| **Location** | Based in Preston within Northern Metro region |
| **Reporting****Relationship** | This position is directly accountable to the Program Manager, Residential & Youth Services |
| **Effective date** | October 2021 |

**Service Information**

The Anglicare Victoria Residential program provides accommodation and support for children/young people aged 12–18 years requiring placement within a Residential Care setting. The program operates as part of an integrated service response aimed at addressing protective issues, Court dispositions covered by the Children and Young Person’s Act, issues of family conflict or family and/or personal and developmental crises.

The Preston Residential Program operates three staffed residential houses, each of which provides specialised residential care for children/young people within a therapeutic environment.

Anglicare Victoria Residential program also supports and oversees the Lead Tenant program.

**Position Objectives**

To provide a key leadership role within the Northern Metro Residential Services program. Specific components of the Team Leader’s role include:

* Leadership of the Preston Area Residential Service; and
* Implementation of organisational and DHHS Residential Care policy, quality standards and procedures.
* Overseeing the Lead Tenant program.

**Key responsibilities**

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

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|  | Lead and supervise a team of professional staff in implementing the Northern Residential Care Service.  |
|  | Ensure residential facilities are well maintained and comply with organisational Occupational Health and Safety standards.  |
|  | Contribute to program development and refinement, including the documentation of the program model and practice guidelines.  |
|  | Liaise with relevant Department of Health & Human Services staff in relation to program planning, monitoring and provision of services to clients.  |
|  | Ensure the program achieves and maintains target occupancy levels as specified in the program’s service plan.  |
|  | Work collaboratively with key stakeholders, including participation in other agency forums and meetings as required. |
|  | Ensuring discretionary expenditure for program remains within budget.  |

**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).

1. **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).

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. A relevant tertiary qualification in Social Work or appropriate equivalent.
2. Demonstrated experience and competence in the Human Service field, including experience in working with children and young people in a residential setting.
3. Experience managing and leading a client focussed team.
4. Outstanding communication skills, with a high level of written and reporting experience.
5. Excellent understanding of the child and family service system, including legislative and policy frameworks.
6. Excellent knowledge of, and experience in the application of relevant theoretical approaches that underpin casework practice to vulnerable children, young people and families.
7. Demonstrated skills in supervising workers in the provision of effective service delivery to young people and the capacity to motivate, lead and empower a staff team to meet program goals and objectives.
8. Experience in working supportively and therapeutically with young people and a capacity and commitment to assist them to achieve positive change in their lives
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**Key Selection Criteria (continued)**

1. **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 three capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (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. 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.