

## RESIDENTIAL SKILLS COACH

### POSITION DESCRIPTION

#### KEEP EMBRACING YOUR SUCCESS (KEYS)

**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

<b>Position</b>	Residential Skills coach
<b>Program</b>	Keep Embracing Your Success (KEYS)
<b>Classification</b>	SCHADS Award Level 3 (Youth Worker Class 1 Unqualified) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
<b>Hours</b>	Varied
<b>Hours per week</b>	Varied
<b>Duration</b>	Ongoing and Casual available
<b>Fixed term end date</b>	N/A
<b>Location</b>	Southern Melbourne
<b>Reporting Relationship</b>	This position reports directly to House Supervisors
<b>Effective date</b>	July 2019

## Overview of program

Anglicare Victoria, in conjunction with Mind Australia and Monash Health are excited to work collectively for the Keep Embracing Your Success (KEYS) program for young people aged 13 – 16 years who experience complex emotional and behavioural 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 will be 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.	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.
2.	Provide consistent and motivational support enabling positive and forward looking outcomes to young people who are being accommodated within the Intensive Support Service (4 young people) and in an outreach capacity (up to 4 young people).
3.	Work in partnership with care team members to achieve goals aimed enhancing child/children's development.
4.	Engage with families where appropriate to ensure that young people have the opportunity to reconnect, reunify and understand their family history and identify.
5.	Be an active participant in the Looking After Children framework and ensure your practice is in line with out-of-home-care guidelines.

## Key responsibilities

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


1.	Work in partnership with Monash Health, Mind Australia and DHHS for all young people involved in the Keep Embracing Your Success (KEYS) program.
2.	Work directly with young people in the KEYS program and where appropriate their families as per program guidelines.
3.	Implement therapeutic approaches and interventions to young people in care, such as HEAL and ERIC.
4.	Undertake Looking After Children (LAC) requirements for young people and maintain administration and documentation requirements in accordance with Anglicare Victoria and program guidelines.
5.	Contribute to the development and maintenance of a safe, secure and planned environment where young people's developmental needs are effectively met.
6.	Support young people to be at the centre of all the decisions and plans relating to them and encourage and facilitate the young people's council occurring.
7.	Ensure the home is clean and well maintained by undertaking general household tasks including shopping, cooking, cleaning and maintenance.

## 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>	1. A relevant tertiary qualification, including Social Work/Science, Psychology, Youth Work or a certificate IV in youth and family intervention (Residential care or out of home care).
	2. Capacity and commitment to work effectively with young people in a residential setting to achieve planned change.
	3. An ability to work flexibly to meet the challenging needs of young people
	4. Ability and willingness to work effectively as part of a team, to meet program goals and objectives.
	5. Hold a current first aid certificate



## 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:

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Signature:

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Date:

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