

OUTER EAST FAMILY SERVICES ALLIANCE COORDINATOR POSITION DESCRIPTION REGIONAL SERVICES

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	Family Services Alliance Coordinator
Program	Regional Services
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
Hours per week	38
Duration	Fixed Term
Fixed term end date	7 January 2022
Location	Eastern Region
Reporting Relationship	This position reports directly to Regional Director
Effective date	July 2020

Overview of program

The Outer East Family Services Alliance aims to enhance outcomes for families accessing the Child FIRST Integrated Family Services within the Outer East catchment. This is achieved by partners of the Alliance using their collective skills and practice wisdom to continuously improve the service system. The Family Services Alliance aims to provide quality services to all families that are inclusive, flexible, responsive and efficient.

The Outer East Metropolitan Region consists of Knox, Maroondah and Yarra Ranges local government areas. Partner organisations consist of Anglicare Victoria (lead), Uniting, Eastern Access Community Health (EACH), Victorian Aboriginal Child Care Agency (VACCA), Boorndawan Willam Aboriginal Healing Service (BWAHS), MacKillop Family Services and the Department of Health and Human Services (Child Protection and Agency Performance and System Support). There is considerable integration with the Inner East catchment, thus activities often apply to both catchments.

The Alliance Coordinator takes an active facilitative role in supporting the Alliance to deliver its responsibilities which include:

- The overall management, monitoring and coordination of Child FIRST Integrated Family Services.
- The provision of an integrated system that supports vulnerable children, young people and their families in the catchment.
- The prevention or minimisation of the involvement of children and young people within the statutory Child Protection system.

Position Objectives

1.	Provide executive strategic support to the Outer East Family Services Alliance.
2.	Progress catchment planning action in consultation with various levels across the Alliance.
3.	Develop strategic relationships across sectors that interface with vulnerable children, young people and families.
4.	Facilitate activities to promote the Alliance achieving its objectives.
5.	Identify and mitigate risks to the operational functioning of the Alliance.

Key responsibilities

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

1.	<p>With the guidance and support of the Alliance, take a lead role in development, implementation and review of the Catchment Plans as specified by DHHS through consultation with Alliance partners and relevant stakeholders:</p> <ul style="list-style-type: none"> • Use the ongoing relevant data sets to provide high level analysis to inform ongoing development and review of the Catchment Plan. • Undertake specific projects/tasks in relation to the Catchment Plan.
2.	Under direction from the Alliance, document and keep updated relevant documentation, such as the Memorandum of Understanding, that outlines partnership arrangements and responsibilities within the Alliance.
3.	Convene and resource working parties with relevant stakeholders from other sectors to further the work of the Alliance.
4.	Be involved in strategic planning for the Alliance that include development of broader sector policy and advocacy activities, provide recommendations to the Strategic Management Group (SMG) and assist in the collection, collation and analysis of quantitative and qualitative data relevant for the Alliance.
5.	Play a key role in ensuring effective communication is achieved within and on behalf of the Alliance. This includes acting as a conduit between the various agencies, sectors, programs and individuals and as a spokesperson for the Alliance as required.
6.	Proactively develop and enhance strategic relationships with key service sectors to enhance the effectiveness of the Alliance to achieve its objectives.
7.	Ensure the dissemination of relevant information regarding sector changes, best practice guidelines, training opportunities, and client supports through the appropriate channels to the Alliance members.

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).

 Role Specific	1. Tertiary qualification, knowledge and experience in community development, social services, early years and family welfare or equivalent.
	2. Comprehensive understanding of the Child and Family Services sector, relevant legislations and policy frameworks and its interface with other sectors.
	3. Experience in the design, implementation and evaluation of projects in the context of human services, including data analysis.
	4. Highly developed skills in facilitating collaborative partnerships with multiple stakeholders to achieve objectives and outcomes.
	5. Demonstrated knowledge of practices to engage and assure the cultural safety of clients, staff and agencies from a diverse range of backgrounds, including those from Aboriginal, Torres Strait Islander or CALD background, to the LGBTI community.

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: _____