



Job Description Form

Controlled Document

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|---|---------------------------|---|-------------------------|
| Title : | Team Leader | Effective Date : | January 2019 |
| Directorate : | Out of Home Care Services | Team : | Young Women's Programme |
| Reports to : | Director Out of Home Care | Approved FTE | 1.0 |
| Positions reporting directly to this position | No. & FTE | Other positions under control of this position | No. & FTE |
| Accommodation Support Coordinators YWP. Casuals OHC. | 2.5 | Nil | Nil |
| Our Vision, Mission and Values <i>Why Parkerville Children and Youth Care exists</i> | | | |
| Our Vision | | | |
| To create a community that is free from child abuse so that children have the opportunity to grow to their full potential. | | | |
| Our Mission | | | |
| To protect, care, advocate and promote recovery for children and young people who have experienced trauma from abuse, to support families and to work with the community to prevent child abuse. | | | |
| Our Values | | | |
| Caring | Hope | Respect | Integrity |
| <i>Caring is our core value and is central to our purpose.</i> | | | |
| Commitment to Safeguarding Children and Young People | | | |
| Parkerville Children and Youth Care Inc. provides care and protection for the most vulnerable children, youth and families in the community and we are committed to keeping children safe. Therefore, in addition to the duties and responsibilities listed in this job description, you are also required to comply with our Code of Conduct and Safeguarding Practice and Behaviour Requirements of Staff. | | | |
| You will receive a copy of the guidelines and code as part of your induction. You can also access an electronic copy of this information in the HR folder | | | |
| You are also required to: | | | |
| <ul style="list-style-type: none"> • provide a welcoming and safe environment for children and young people • promote the safety and wellbeing of children and young people to whom we provide services • ensure that your interactions with children and young people are positive and safe • provide adequate care and supervision of children and young people in your charge • act as a positive role model for children and young people • report any suspicions, concerns, allegations or disclosures of alleged abuse to management • where required by your role, maintain a valid 'Working With Children' check • report to management any criminal charges or convictions you receive during the course of your employment/volunteering | | | |

Position Purpose *Why the job exists*

This position is responsible for the leadership of the Young Women's Programme. It involves the development and implementation of therapeutic care plans for vulnerable young women and assist them to achieve their goals. The position works with other professional staff and external organisations in the delivery of the service that seeks to bring healing and growth to clients lives.

Duties and Responsibilities *Key items only (do not list every task)*

1. Case Management

- 1.1. Develop, implement, review and update comprehensive, holistic and best practice support plans for assigned clients.
- 1.2. Assume a key role in supporting young women to achieve their goals within the program.
- 1.3. Facilitate referral to appropriate internal and external services as deemed appropriate and guided by the clients Support Plan. Consult with internal and external service providers with regard to the client needs.
- 1.4. Coordinate, and facilitate meetings as required for each client
- 1.5. Responsible for review and update of all support Plans for assigned clients on a 6-weekly basis;
- 1.6. Consult and share information related to clients through attendance and participation in regular Multi-Disciplinary (MDT) and other team meetings.
- 1.7. Responsible for receiving referrals and conducting intake assessments to determine client suitability for the programme.

2. Care Staff Management, Supervision and Support

- 2.1. Supervise, manage and support an allocated group of staff.
- 2.2. Provision of regular and frequent formal supervision meetings with professional care and support staff.
- 2.3. Provision of guidance and support to staff and volunteers in in the program including; in all matters relating to property management and maintenance and household expenditure.
- 2.4. Coordination of practical support as required.
- 2.5. Development and implementation of staff rosters.
- 2.6. Taking responsibility for and/or assist in the recruitment, selection and induction of professional staff.
- 2.7. Manage and review the performance of professional staff, including through an annual individual performance review cycle.
- 2.8. Undertake probationary and annual individual performance reviews of professional staff.
- 2.9. Responsible for the performance management of professional staff in line with key duties in staff position descriptions.

3. Communication and Liaison

- 3.1. Maintain file notes in accordance with Parkerville Children and Youth Care's processes.
- 3.2. Ensure that incident reports are written and reviewed in a succinct and objective manner and forwarded in accordance with the Parkerville children and Youth care processes.
- 3.3. Ensure that external agencies are kept informed of significant events and issues in relation to clients.

- 3.4. Work collaboratively and in a professional, respectful and timely manner with key agency and external parties involved with clients.
- 3.5. Share and obtain information with key agencies and external parties in accordance with Parkerville Children and Youth Care clients' permission processes and other relevant processes.

4. Development

- 4.1. Participate in supervision with the Director Out of Home Care Services and discuss progress with development relating to key duties of the role.
- 4.2. Attend training and development as arranged by the Director Out of Home Care Services.
- 4.3. Participate in personal reviews with the Director Out of Home Care Services.

5. Consultation and Team Work

- 5.1. Participate as an active member with the Out of Home Care Services team structure through attendance at fortnightly OOH Care meetings.
- 5.2. Responsible for the coordination, management and facilitation of meetings for each client, enabling collaborative and team-based intervention for clients within the Programme.
- 5.3. Consult with the Director Therapeutic Services, Director Out of Home Care Services and the Programme Manager through planning and attending regular Multi-Disciplinary Team Meetings.
- 5.4. Consult with internal and external service providers to the clients in a timely and professional manner.
- 5.5. Contribute to the development and review of the agency's policies and procedures and strategic and business planning processes.

6. Other

- 6.1. Participate in an on-call roster to provide out of hours advice/support.
- 6.2. Commit to and participate in Parkerville systems improvement processes.
- 6.3. Understand, support and promote the mission and values of Parkerville Children and Youth Care.
- 6.4. Other duties as directed by Chief Executive or Director Out of Home Care Services.

Selection Criteria *Essential and desirable requirements to meet duties and responsibilities (incl. qualifications)*

The proven ability to work within and contribute to the mission and values of Parkerville Children and Youth Care underpins the position requirements outlined below and is an essential selection criterion for all Parkerville positions:

1. Formal qualifications in Social Work, Psychology or related field;
2. Understanding and experience in case management and advocacy for children, youth and their families;
3. Ability to communicate with and respond to, children, youth and families and to maintain boundaries;
4. Willingness to develop skills through further professional development in working therapeutically with children, youth and their families;

5. Experience and skills in staff supervision and performance review and management processes;
6. Ability to document and report incidents and behaviour succinctly and objectively;
7. Strong interpersonal skills;
8. A "C" class driver's licence;

Desirable

1. Experience in child development and parenting strategies;
2. Experience in working alongside families using empowerment and family strengths.

Licences, Registration, Special Requirements etc.

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| WWC Check | <input checked="" type="checkbox"/> | DCPFS Check | <input checked="" type="checkbox"/> | Professional Registration | <input type="checkbox"/> |
| Provide 1st Aid (HLTAID003) | <input type="checkbox"/> | Driver's Licence | <input checked="" type="checkbox"/> | | |
| Details or other requirements | Participate in On-Call Roster | | | | |

Authorisation and Acceptance

Position authorised:

Signed _____ (Chief Executive or Delegate) Date ___/___/___

I certify that I understand and accept the requirements of this position:

Employee name _____ Signed _____ Date ___/___/___

Please return a signed copy of this form to Human Resources