

	<b>REF: JOB NUMBER: 126:2010</b>  <b>Position Description</b>
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Position Title: <b>TEAM LEADER KINSHIP CARE SERVICES</b>	
<b>LOCATION:</b>  Children, Youth and Family Services 175 – 187 Hargreaves St, Bendigo  <b>TENURE:</b> Permanent	<b>CLASSIFICATION LEVEL:</b> In accordance with the St Luke's Anglicare Collective Agreement 2008. SW Class 3, Year 1-4 \$51,790 – \$56,013 per annum (pro rata) Attractive salary packaging and tax benefits are offered with this position St Luke's also offers an above award additional one week of leave pa.
<b>TIME FRACTION:</b> 1.0 EFT (38 hours per week)	<b>REPORTING TO:</b> Program Manager Permanent Care, Adoption and Kinship Care Services

**PURPOSE OF THE POSITION**

The Kinship Care Service is a new state wide initiative that has recently been funded by the Department of Human Services to provide improved supports services to Kinship Carers. This particular Kinship care service will operate across the Loddon Campaspe catchment and will commence operation over the next 2 months.

**The overall objectives for the kinship care services are:**

To enhance and build on the available informal and formal family and community supports for children living in kinship family arrangements

To assist extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents with the minimum level of professional intervention from the formal service system.

To assist with the establishment, monitoring and support of the kinship care placements arranged for the most vulnerable children as a result of child protection involvement to ensure that they meet each child's ongoing safety, stability and developmental needs.

**The Kinship Care Service has 3 components**

**1. Kinship information and advice service**

*Objectives*

To provide relevant information and advice about available community resources to assist kinship carers, extended family members, professionals and others involved to be able to provide the best possible care and support for children growing up in kinship families.

To facilitate and /or coordinate kinship carer groups to develop opportunities for information sharing and mutual support and to promote access to relevant training and other resources for carers.

To enhance informal and formal community supports for children in kinship care and their families by disseminating relevant information about kinship care throughout the community

## **2. Kinship family service**

### *Objectives*

To provide time limited assistance to enable extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents with the minimum level of professional intervention from the formal service system

To prevent the need for children in kinship care and their kinship families to require any, or any further, involvement with child protection.

## **3. Kinship placement support service**

### *Objectives*

To assist with the establishment, monitoring and support of the kinship care placements arranged for the most vulnerable children as a result of child protection involvement to ensure that they meet each child's ongoing safety, stability and developmental needs.

To provide support during the first six months of a statutory placement to establish the placement on a sound basis and to assist the kinship carers and engaged extended family members become a self-managing care team with minimal need for ongoing professional involvement

To provide case contracted case managed support to prepare kinship carers for transition from long term statutory kinship care arrangements to self managed permanent care or more independent kinship care arrangements with minimal need for ongoing professional involvement

To provide case contracted case managed support and monitoring for as long as this is needed to ensure the child's safety, stability and development in the most vulnerable long term statutory kinship placement arrangements identified as unlikely to become self-managing.

## **ACCOUNTABILITY AND AUTHORITY (including key stakeholders)**

This position is responsible for embedding best practice into the team's daily duties, ensure compliance with relevant legislation and contracts and report any known breaches according to agency processes. The person fulfilling this role should understand the nature of risk and importance of risk management in an organisation

The Team Leader of Kinship Care Services position sits within the Out Of Home Care division of Child, Youth and Family Services and reports directly to the Program Manager. Children Youth and Family Services interconnect with a range of stakeholders across its programs. The key stakeholders are the children and families with whom we work.

### **Internal Stakeholders**

- Children Youth and Family Services staff
- St Luke's Agency Management Team and Board
- Intake Services
- Family Support Services

### **External Stakeholders**

- Natural families of children in kinship placement
- The Department of Human Services through its Child Protection Unit and Placement Coordination Unit
- Kinship caregivers of children in placement
- Local and State Indigenous Community Groups, including the Victorian Child Care Agency (VACCA) the Bendigo District Aboriginal Cooperative, and the Njernda Aboriginal Cooperative

## KEY RESPONSIBILITIES AND TASKS

The key responsibilities and tasks of this Team Leader Position include:

### Management of casework

- Ensuring casework is planned, managed and reviewed consistent with Agency expectations and relevant legislative, policy and service standards frameworks.
- To support Staff in matters related to writing various reports, attending court, case plan meetings and other meetings as appropriate.
- To consult with the Department of Human Services in relation to casework issues.
- To ensure requests/intake and allocation processes are timely and family centred.
- To monitor individual team progress and keep co-members of leadership and management groups informed.

### Supervision and Team Building

- To provide individual supervision and support to team members on a regular basis and within Agency guidelines, and to co-ordinate and participate in individual orientation plans, professional development plans and annual reviews.
- To facilitate peer and group supervision to ensure team members are valued and supported.
- To facilitate and manage regular team meetings.
- To monitor team work practices and resolve any identified issues.
- To maintain team processes which promote collaboration, ownership and participation
- To facilitate clear decision-making processes.
- To work with the team to make recommendations for the team's ongoing professional development.
- To provide team members with after-hours support, particularly where defusing and / or debriefing may be required.

### Administration

The Team Leader participates with Management in administrative responsibilities including:

- Responsibility of ensuring quality management of family folders and electronic data systems/reporting systems
- Ensuring data is provided for Program Managers
- Ensuring the maintenance of a range of service systems, which assist in the delivery of effective programs.

## QUALIFICATIONS AND EXPERIENCE

Post-secondary qualifications in the field of Social Work, Social Welfare, or a related field (eg: Teaching, Child Care, Nursing) is mandatory. The successful applicant will be required to produce originals of their qualification/s.

The Team Leader should have a significant knowledge/understanding of:

- Professional knowledge of working with children and families.
- Relevant practice models, particularly in the area of Child and Adolescent development and responding to the impacts of trauma on young people.
- Understanding of the effects of potential for burnout and compassion fatigue in staff.
- The relevant legislative frameworks (the Children and Young Persons Act, 2005) and the The Victorian Child Protection System.
- Attachment and Trauma theory (desirable)

Children Youth and Family Service's Team Leaders should possess:

- Experience in working with children and families, preferably in an Out of Home Care or Kinship Care setting.
- Supervisory experience with a commitment to formal and informal daily support for staff to reduce the potential for burnout in staff.
- Communication, facilitation and conflict resolution skills.
- Experience in working in crisis management and uncertainty in the working environment as well as highly developed skills in managing competing demands.
- Networking experience.

#### **KEY SELECTION CRITERIA**

1. Demonstrated understanding of, and commitment to, service delivery from a client-centred, solution focused and competency based philosophy.
2. Demonstrated capacity to provide strong leadership including regular formal and informal supervision, change management, dispute/conflict resolution and delegation.
3. Demonstrated ability and experience in working with children and families in any of the following – Kinship Care, Out of Home Care, Child Protection, or a relevant Child and Family Support Service.
4. Demonstrated capacity for planning, evaluation, critical reflection, program and team development
5. A working knowledge of child protection legislation and practice in Victoria
6. A demonstrated ability to develop partnerships, liaise and consult effectively with a range of related services.
7. Well developed written skills, including report writing, case notes and the use of a range of electronic data systems.
8. Well developed interpersonal communication skills including experience in effective problem solving, dispute resolution and advocacy for clients.
9. Well developed organisational and time management skills

#### **INHERENT REQUIREMENTS OF THE POSITION**

1. Appointment to this position will be subject to a police check and Working with Children Check
2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
3. A commitment to and understanding of, the principles and practice of cultural competence.
4. Participation in the supervision process
5. Current Drivers Licence.
6. Use of a computer is required.
7. Reasonable amount of motor vehicle travel required of this position including city, country and night driving.
8. Some out of hours and weekend work may be required.
9. Current Working with Children's check

#### **OCCUPATIONAL HEALTH & SAFETY**

As an employee of St Luke's you are required to take reasonable care of your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements. All employees are responsible for contributing to the OH&S management system by the active identification and reporting of hazards and environmental risks.

As a Team Leader you are also required to ensure all employees receive OH&S training as necessary to perform their work in a safe manner. Understanding and managing all OH&S requirements relevant to the role is essential

## DOCUMENTATION

All employees must complete and maintain all documentation in accordance with organisational policies and procedures, and relevant quality standard requirements to contribute to continuous improvement in the agency.

It is an expectation that all employee's familiarise themselves with, and abide by all organisational policies and procedures, which may change from time to time.

## PERSONAL CHARACTERISTICS

All employees must commit to and respect the values of St Lukes – Respect, Hope, Fairness Quality, Commitment, Community and Openness, uphold confidentiality, be trustworthy, and adhere to St Luke's Code of Conduct Policy. All employees need to have a belief in and understanding of the principles of strengths based practice (refer to St Luke's Employment Information Guide for further information).

## PERFORMANCE REVIEW

There is a 6-month probationary period with negotiated expectations for all positions within St Luke's. A performance review is conducted annually with all staff.

## PROFESSIONAL DEVELOPMENT

All employees are provided with the opportunity to attend, and expected to attend, agreed training courses as identified through self evaluation, discussion with position supervisor, annual reviews or other appropriate methods.

## APPLICATION PROCESS

Applications must include an up to date resume and a statement clearly addressing the key selection criteria. All candidates selected for an interview will be requested to provide contact details for three referees.

**We encourage all potential applicants to discuss the position prior to submitting an application.**

For further information about the position please contact **Grant Gibson, Senior Out Of Home Care Manager, on 54401100.**

**Employment E-mail:** [HR@stlukes.org.au](mailto:HR@stlukes.org.au)

Applications may be posted, e-mailed, hand delivered.

***All applications close 5pm, 22<sup>nd</sup> of March 2010.***

**To submit your application please click on the following email address**  
[HR@stlukes.org.au](mailto:HR@stlukes.org.au)

**APPROVAL OF POSITION DESCRIPTION**

To be signed by line manager

**Manager**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Next Up Manager**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS**

To be signed upon appointment

**Employee**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_