



POSITION DESCRIPTION

JOB TITLE:	Team Leader – Out of Home Care
WORK AREA:	Shared Family Care Team
LOCATION:	Townsville
CLASSIFICATION LEVEL:	Social, Community, Home Care and Disability Services Industry (SCHCDS) Level 6 (Modern Award) (12 month contract) (6 months probationary period, inclusive of performance review)

Position Specification

Purpose of the Position

The Team Leader – Out of Home Care (Team Leader - OOHC) will be responsible for leading and supporting staff within a specific program under the direction of the Program Manager. The Team Leader OOHC will work with staff to deliver services ensuring compliance with Althea Projects Incorporated (Althea Projects) Constitution, policies and procedures, the Service Agreement, and meet all legislative and licensing requirements.

To encourage and demonstrate collective and personal commitment to Althea Projects through community involvement, promotion of organisational values and the creation and maintenance of an environment that is a leader in innovative work practices, diversity and business excellence.

Accountability

The position is directly accountable to the Program Manager – Shared Family Care, Althea Projects.

Appointment

The Team Leader OOHC is appointed on a full/part time permanent basis and is expected to work across new and existing program areas as required.

Mandatory Requirements

Qualification/experience requirements include:

- Tertiary qualifications relevant to the position or three years' experience in the child protection sector
- Current Queensland Driver's Licence
- Positive Notice (or ability to obtain) of Suitability issued by the Department of Communities, Child Safety and Disability Services
Positive Notice (or ability to obtain) issued by the Department of Justice and Attorney-General for Child Related Employment (Blue Card) obtained at employees expense.

Highly Desirable Requirements

- Knowledge and experience working in the NGO sector, in particular family and children's services including child protection, family support and families in crisis
- An ability to work under limited direction from the Program Manager; to provide supervision and support to staff as well as work collaboratively as a member of a multi-disciplinary team
- Certificate IV Workplace Training and Assessment or equivalent
- Ability to acquire knowledge of Acts, Regulations and Standards relevant to Children, Child Protection and Family Support Service Delivery and the ability to transfer that knowledge to the workplace and community environments.

Roles and Responsibilities

- Supervise Family Case Workers and other staff as required and ensure they are meeting their KPI's
- Provide a high level of case management support to staff
- Co-ordinate the internal auditing and continuous improvement processes for the program area under the direction of the Program Manager and Quality Manager
- Facilitate the document lodgement process between the Department of Child Safety and program area
- Manage the day-to-day inquiries of staff and provide professional guidance as required
- Organise and manage SFC events including multiagency events and children's camps
- Lead staff to ensure policies and procedures are adhered to
- Assist Program Manager with the development and review of the Practice Manual
- Identify and coordinate staff training under the direction of the Program Manager
- Backfill Family Case Workers and Program Manager
- Other duties as directed by management.

Selection Criteria

Your application for this position must specifically **address each selection criteria** below:

1. Demonstrated skills and knowledge of current practices, trends and theories relevant to the provision of services to families and children who are subject to child protection interventions or at risk of interventions or families and children in crisis.
2. Demonstrated ability to lead and support staff, stakeholders, children and families including those who are Australian Aboriginal and/or Torres Strait Islander, and of a culturally and linguistically diverse background.
3. Demonstrated highly developed organisational, time management and administrative skills with demonstrated ability to prioritise and work to strict timeframes.
4. Demonstrated highly developed verbal and written skills, including negotiation, interpersonal and conflict resolution skills and the ability to build and maintain effective relationships with business partners, referral agencies, children, families and other service providers.

5. Demonstrated knowledge and skills in *Out-Of-Home Care / Quality Assurance Management* to ensure compliance with legislative requirements of the program and the Licensing requirements by the funding body.

Other Information

- Althea Projects is an Equal Opportunity Employer
- Salary packaging options may be negotiated
- Althea Projects supports Reconciliation; Aboriginal and Torres Strait Islander people are strongly encouraged to apply
- Employees must comply with the organisation's Mission, Values, Objectives, and Code of Conduct
- Althea Projects understands that some employees may seek additional outside employment or volunteer activities
- Applicants should be willing and able to accept additional responsibilities associated with the position as the role evolves
- Applicants are expected to be on call after hours and weekends on a rostered basis.

Application

Your application for this position must specifically provide:

1. A current resume which outlines your employment history, including dates, major duties, roles and responsibilities, certified copies of your qualifications, training and development activities and copies of other mandatory requirements, i.e. blue card etc.
2. A statement that specifically addresses each Selection Criteria and demonstrates how your knowledge, skills and experience meet the criteria. Examples of how you have applied your knowledge and skills in your previous/current work roles is preferred to general statements.
3. Names and contact details of at least two referees, one preferably from your current or immediately previous supervisor/employer, who may be contacted with respect to your application.

Short listing and selection will be assessed on your selection criteria response.

Your application can be emailed to admin@altheaprojects.org.au or posted to:

Chief Executive Officer
Althea Projects Incorporated
P O Box 905
Aitkenvale Qld 4814

Althea Projects acknowledges and pays respect to the Bindal and Wulgurukaba people on whose land we walk, work and live. We pay our respects to Elders past, present and emerging.