

POSITION DESCRIPTION

Position:	Team Leader
Division:	Kinship Care Service
Duration:	Ongoing
Position status:	Full time
Reports to:	Manager – Family and Parenting Services
Date:	March 2010

INTRODUCTION

Bethany's mission is to ***support and strengthen communities***. We work to build better family relationships, support parents caring for children, assist people who are homeless or at risk and those affected by family violence, crime and problem gambling. We have a focus on supporting and strengthening disadvantaged communities.

Bethany is a dynamic not for profit and non denominational organisation that was originally established in 1868 and has responded to the changing needs of the community ever since. The organisation is governed by a Board of Management, has an annual operating budget of \$6 million and employs around 100 staff. 95% of the Bethany's income is provided by state and federal governments with the remainder generated from community and philanthropic sources.

Bethany fulfils its mission by the provision of a broad range of prevention, intervention, support and educational services to individuals, children, young people and families based on contemporary research, international best practice and professional standards. Services are designed to build upon individual's and community strengths to achieve both personal and social change.

Services are provided to a population of over 230,000 people in the Geelong and surrounding districts through our main office in North Geelong and out posted service sites in Norlane, Surf Coast Shire, Colac Otway Shire and the Bellarine Peninsula.

OUR VALUES

- **Openness**

We interact with people in a transparent, honest and respectful manner.

- **Social Justice**

We believe in every person being actively involved in decisions which affect them and their lives.

- **Innovation**

We are committed to creatively and proactively responding to community needs.

- **Collaboration**

We engage in collaborative partnerships and relationships that strengthen community.

- **Wellbeing of staff**

We will be responsible for a professional and supportive environment in which staff can achieve their full potential.

- **Accountability**

We will be accountable for all aspects of the organisation.

POSITION CONTEXT:

The Kinship Care Services is a new program being implemented at Bethany that will be located within the Child and Family Services Division. The Team Leader will directly report to the Family and Parenting Services Manager.

Whilst the Kinship Care Services will be a team specialising in Kinship Care, location within this program area will provide valuable links to the well established practice knowledge of working with families and extended family groups that exists within this program. It will facilitate strong linkages with the Child FIRST program also located within this service area, as well as access to the wide range of support services available through Bethany Community Support and other community services.

The Kinship Care Services will outreach to the Colac and Corangamite Local Government areas.

Bethany Community Support Kinship Care Services will provide the three service areas:

- Kinship Information and Advice Service;
- Kinship Family Service; and
- Kinship Placement Support Service.

The primary aim of Kinship Information and Advice Services is to deliver the three required responses of community information dissemination, brief contact work and group work. The overall aim of the Kinship Care Family Service is to provide brief, occasional and short term family support when needed, to enable self-managing kinship care arrangements to manage changes in circumstances and emerging issues through their own networks. The overall goals of the Kinship Placement Support are to provide statutory kinship care placements the best possible start and to encourage them to become self-managing within the first six months of establishment, to enable the minimum level of ongoing professional intervention from the formal service system. The service also aims to provide long term kinship care placements that are arranged for the most vulnerable children, as a result of Child Protection involvement, are monitored and supported to ensure they meet each child's ongoing safety, stability and developmental needs, and all their case contracted case management obligations are met.

The program will operate under the Child Youth and Families Act 2005, the Best Interests Principles and Case Practice Model and the Looking After Children (LAC) Framework for relevant areas of the service. Practice will also be underpinned by the principles of Family Decision Making, family inclusive practice, collaborative practice and integration of service delivery, with a primary goal of enabling self managing kinship care placements.

Other programs within the Child and Family Services Division include:

- Barwon Child FIRST
- Integrated Family Services Case Work
- Early Intervention Parenting
- NEWPIN Early Years
- Children's Contact Service

POSITION OBJECTIVES

The position will have responsibility for leading the Kinship Care Team to:

- deliver a family service case work service, working in partnership with families to achieve their goals, to enhance the child's development and family functioning and to ensure stability and safety of all family members
- provide time limited assistance to enable kinship carers to provide the best possible kinship care with minimal professional intervention from the formal service system
- minimise / prevent the need for any or any further involvement by child protection
- complete assessments of risk within the family context

- provide support for children and young people placed in kinship care placements by the Department of Human Services by
 - working collaboratively with children, young people, extended families and professionals to establish and maintain kinship care placements
 - providing a range of information, education, referral and support activities to kinship carers in Geelong, Surf coast, Colac and Corangamite areas

KEY RESPONSIBILITIES

- Create quality outcomes for clients by:
 - overseeing case management practices to ensure a focus on best interests of the child/young person
 - ensuring that clients have the opportunity to have meaningful and consistent input into decisions that affect their lives
 - implementing Family Care Team practice within the Kinship Care Service that ensures appropriate identification and allocation of responsibility for fulfilling the tasks within the care plan in partnership with the family throughout the intervention.
 - working respectfully with all children, young people and families to ensure that services provided are culturally appropriate
 - maintaining accurate client records in line with agency standards and procedures, and providing the required data to Management to monitor ongoing effectiveness and areas for improvement
- Providing quality services by:
 - ensuring that high quality screening assessments are undertaken in order to assess referrals and provide quality information to kinship carers, key stakeholders and the services accepting referrals from the Kinship Care Service
 - ensuring that the Kinship Care Team provide accurate and timely briefings about concerns regarding clients and placements in an informative manner
 - coordination of all referrals to the Kinship Care Service and implement appropriate demand management strategies to ensure referrals to the service are appropriate.
 - participation in regular Child Protection Kinship Care Liaison meetings and liaison with Barwon Child FIRST Coordinator
 - providing primary facilitation of the group work component (incorporating information sessions) of the Kinship Information and Advice Service
 - actively participating in a range of information dissemination and promotional activities to inform and engage kinship carers and community stakeholders in the Geelong and surrounding areas, Colac and Corangamite area
 - maintaining partnerships with community stakeholders, DHS, schools, local service providers and advocate issues of relevance specific to kinship care
 - coordinating and participate in the provision of the After Hours On-Call to kinship care placements
 - actively leading the development and maintenance of a cohesive Kinship Care team and promotion of strong connections with the Team Leaders/Coordinator of both the Innovations Case Work and Barwon Child FIRST teams
 - complying with agency policies and procedures and service standards.
 - supporting and participating in the agency's continuous quality improvement process
- Effectively provide quality leadership and management by:
 - actively participating in the selection and induction of staff to the Kinship Care Service
 - providing high quality supervision to the Kinship Care staff
 - actively engaging in informal and formal supervision with the Manager
 - leading and supporting individual staff to achieve their potential while maximizing their contribution to achieve their goals and outcomes
 - modeling behaviors integral to good people management and agency values
 - providing employees with relevant information and access to safe systems of work

- managing and monitoring specific professional development objectives in annual Performance Appraisal plans
- actively leading and contributing to team meetings, agency meetings, staff development and team planning
- participating in an annual performance review with the Manager
- Undertake other duties as required

KEY SELECTION CRITERIA

Qualifications

1. A relevant tertiary qualification in social work, psychology, Early Childhood Specialist and/or related behavioural sciences at degree level or diploma level

Knowledge and Skills

2. Demonstrated experience in leading and managing staff in a dynamic and challenging environment and program that supports children, young people and kinship carers
3. A sound knowledge of the Child, Youth and Family Act 2005, including the information sharing provisions
4. Demonstrated extensive experience and practice base in working with vulnerable children and families (including risk and needs monitoring)
5. Ability to actively engage kinship families in decision-making processes through the appropriate use of family decision making processes
6. A demonstrated understanding of the inter-generational factors and complex inter-relationships between extended family members that can promote and impede their capacity to collaboratively provide good care of a child/young person
7. Well developed verbal communication, advocacy, negotiation and motivation skills including the ability to deal openly and effectively with clients, families, carers and service providers
8. Proven experience in developing collaborative, cooperative working relations with key stakeholders, including Child Protection
9. Highly developed written and computer literacy skills and the ability to prepare detailed, logical and concise reports, case notes, court documentation and correspondence and maintain client records and agency databases. Experience using CRIS/SP client data system desirable.
10. Highly developed group work facilitation experience and skills in designing and developing groups

Personal Attributes

11. Capacity to lead and support change at a program and operational level
12. Ability to prioritise competing tasks and to complete tasks within the require timelines
13. Demonstrated capacity for innovation and flexibility and ability to assess and implement successful solutions

Other

14. A current full Victorian Driver's Licence
15. A current Working with Children Card/Check
16. Satisfactory completion of a Police Check

SALARY & CONDITIONS

This position is full time and is based on the Bethany Community Support Enterprise Agreement 2008, Class 4. Salary commences at \$54,476 per annum

Hours of employment are based on a 76 hour fortnight, worked between 9am to 5pm.

This position may be required for occasional overnight accommodation at agency cost to provide support intervention to children in the outer areas of the program.

Other employment conditions are as per the Bethany Community Support Enterprise Agreement (2008). Salary packaging is available in accordance with Government guidelines for public benevolent institutions.

Appointment to this position is subject to a successful police record check and Working with Children check. A three month probationary period will commence upon appointment and a review will be conducted during this period.

FURTHER INFORMATION:

Contact: Lyrae Love
Manager – Family and Parenting Services
Phone: (03) 5278 8122

APPLICATIONS FORWARDED TO:

Applications must address the key selection criteria and include the names and current contacts of three referees, including current employer.

Lyrae Love
Manager – Family and Parenting Services
Bethany Community Support
1 Gibb Street
NORTH GEELONG 3215
Email: llove@bethany.org.au

APPLICATIONS CLOSE: 5pm Friday 19th March 2010.

The successful applicants will be required to provide a current police check and have or register for a Working with Children Check.