



## POSITION DESCRIPTION

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| <b>Position Title and Number:</b> | Executive Officer – Permanency Support Program |
| <b>Accountable to:</b>            | Chief Executive Officer                        |
| <b>Classification:</b>            | Contract of Employment                         |

### BASIC POSITION PURPOSE

South Coast Medical Service Aboriginal Corporation is committed to the implementation of government reforms in its Out of Home Care services. The Executive Officer – Permanency Support will oversee the operations of the newly recommissioned Permanency Support Program, as well as assist the Implementation Officer in drive the change management process within the current team.

### SPECIFIC RESPONSIBILITIES

1. Responsible for the management of new Permanency Support Program (OOHC) for the South Coast Medical Service Aboriginal Corporation.
2. Responsible for the financial management of services under direct management of this position.
3. Responsible for overseeing the recruitment, selection and retention of the staff and carers for the services.
4. Provide strong leadership consistent with the vision, mission and philosophy of the Agency.
5. Participate in the negotiation of funding agreements and ensure contractual requirements are met.
6. Develop and implement risk management strategies within services.
7. Participate in decision making on operational matters and the future development of the Agency.
8. Ensure staff are supervised and supported in the performance of their roles in accordance with Agency policy, procedures and systems.
9. Assist with grants/tenders for future growth within the region.
10. Provide monthly services and financial reports to the Chief Executive Officer.
11. Represent South Coast Medical Service Aboriginal Corporation at a variety of meetings as required.
12. Oversee and ensure that service is delivered in line with the NSW Children Guardian Standards.
13. Manage Children Guardian Accreditation.
14. Manage reporting to NSW Department of Families and Community Services.
15. Oversee the development and implementation of Data collection and reporting systems.
16. Participate in team, section, all of staff meetings and provide reports as and when required.
17. Comply with SCMSAC Policy and Procedures regarding WH&S, EEO, and confidentiality ensuring that services are ethical, safe and comply with all legal requirements.
18. Develop and manage partnerships with partnering agencies.
19. Participate in the development, implementation and maintenance of ongoing quality assurance activities.
20. Undertake relevant training as and when required.

21. Other duties as reasonably directed by the CEO or delegate.

## KEY COMPETENCIES

### Essential Qualifications, knowledge and skills:

1. Bachelor's Degree in social work, social science, psychology, community services, disabilities, management or a related field or experience equivalent to this.
2. Demonstrated knowledge and experience working with children and young people who are in or at risk of being in out of home care.
3. Demonstrated experience managing multi-disciplinary teams including targeted early intervention child protection services, family preservation services, integrated domestic and family violence services, early intervention placement prevention programs and restorations services.
4. Evidence of a strong commitment to positively engaging with and working with birth family for the best outcomes of children and young people.
5. A sound understanding of evidence based therapeutic approaches to working with children and young people particularly in the area of child protection and trauma.
6. Managing disability support programs particularly in the areas of early intervention and or allied health and or sensory disabilities and or psychosocial disabilities.
7. Demonstrated current networks and collaborative relationships with managers and staff from NSW Family and Community Services and a commitment to working in partnership with FACS.
8. Understanding of, a willingness to and the ability to implement change management processes.
9. Understanding of business processes, income and expenditure statements, budgets and cash flow management.

### Desirable Qualifications, knowledge and skills:

1. Aboriginality
2. A sound understanding and commitment to the philosophy of South Coast Medical Service Aboriginal Corporation and a willingness to work according to the Mission, Vision and Values of SCMSAC.

## EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

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**Employee signature**

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**Date**

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**Signed and approved on behalf of SCMSAC**

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**Date**