



POSITION DESCRIPTION

Position Title	Team Leader – Out of Home Care
Reporting to	Manager – Child and Family Services
Liaises with internally	All employees
Liaises with externally	Government and non-Government agents, clients, families and community.
Purpose of the position	This position coordinates a team of Child and Family Services Workers to ensure the effective delivery of services and support to children, young people, their families and foster carers.
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Minimum Cert IV in Community Services or related fields, or willingness to obtain or related experience in this field. • Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children specifically in relation to the placement of Aboriginal children and young people in care. • Experience working with children, young people, families and/or community. • Demonstrated strong leadership skills with excellent communication and interpersonal skills and the ability to exercise these in a team environment. • Ability to develop productive working relationships with stakeholders, including funding bodies, peak bodies and other agencies. • Effective conflict resolutions skills, negotiation, mediation, and decision-making skills. • Proficiency in report writing and demonstrated ability to develop, organise and maintain records. • Demonstrated computer proficiency, including the use of Microsoft Office applications, clinical record and data management systems. • Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998 and the ability to develop an understanding of the NSW Children’s Guardian OOHK Standards. • Willingness to consent to have probity information entered onto the Residential Care Workers Register. • Current Working with Children, National Police Check and Working with Vulnerable People Check. • Current Drivers Licence.

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	<ul style="list-style-type: none"> • Being vaccinated against Covid-19 is a requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Aboriginality*. • Relevant tertiary qualifications in Social Work or willingness to obtain. • Experience in this sector two or more years. • Experience as a Team Leader or Supervisor. • Working knowledge of the local and regional service networks.
Behaviours Required	<ol style="list-style-type: none"> 1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	<ol style="list-style-type: none"> 1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	<p>Day to Day / General</p> <ul style="list-style-type: none"> • All CYP Plans are to be reviewed and signed within a week of receipt, then uploaded to CDS and, where relevant, Childstory by their due date. • Ensure all monthly CYP and Carer Home Visit Reports are reviewed, signed off and uploaded to CDS within one week of receipt. • Review Monthly Reconciliation Report and provide feedback within the timeframe advised. • Contribute to The Office of the Children’s Guardian accreditation procedures and coordinate file audit processes, in a timely and accurate manner. • Ensure reporting of notifiable events are handled consistent with SCMSAC Policies and Procedures, without exception.

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	<ul style="list-style-type: none"> • CYP Plans are to be reviewed and sent to Manager at least one week prior to the due date. • Compile and provide the Monthly Team Leader Report by the 3rd of each month to your manager. • Ensure case workers complete the S149 risk assessment and associated notification letters prior to the expiry date of the previous assessment. • Ensure caseworkers complete quarterly S163 Birth Family Updates. • Ensure employees are updated and educated monthly around company and governing policies, during/in team meetings. • Develop the skills and capacity of staff through external and on the job training, including mentorship. • Ensure decision making is informed by legislation, standards and compliance requirements. • Hold a small caseload when required. • Assist with responses to complaints in a professional and timely manner – within three business days of receipt of feedback. • Reportable conduct matters are to be escalated to your manager on the same business day. • Participate in rotational on call roster. • Attend and, where relevant, coordinate meetings. Be punctual, prepared, and actively participate. • Actively participate in monthly documented support and supervision sessions. • Conduct monthly documented support and supervision with each direct report, ensuring this is saved on relevant personnel file and uploaded to HR3. • Lead and participate in relevant annual performance reviews. • Other duties as reasonably directed by the CEO or delegate. <p>Communication and Collaboration</p> <ul style="list-style-type: none"> • Maintain client confidentiality. • Communicate in a professional and respectful manner. • Report matters in line with SCMSAC’s Notifiable Events Policy. • Participate in decision-making and joint problem solving. • Build positive partnerships, both internally and externally. <p>Information Technology</p> <ul style="list-style-type: none"> • Utilise IT Systems and equipment in line with SCMSAC policy and procedure. • Collect and analyse data, specific to your role. <p>Continuous Quality Improvement</p>

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	<ul style="list-style-type: none"> • Actively participate in organisational continuous quality improvement initiatives. • Actively participate in the implementation of outcomes from program quality audits. • Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role. <p>Child Safety</p> <ul style="list-style-type: none"> • Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure. • Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure. <p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Adhere to WHS obligations as outlined in our WHS Policies/Procedures. • Comply with relevant PPE requirements for your role. • Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

Financial Delegation

This role may encompass a Financial Delegation, being the authority to approve expenditures or enter into financial commitments on behalf of SCMSAC. It is a responsibility of this role to operate within SCMSAC policy, delegations and guidelines when approving expenditures and entering into financial commitments. For more information, see GUI-00-GOV-Delegation of Authority.

Employee Acceptance

I, _____, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

_____ Name/Role	_____ Signature	_____ Date
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