

JOB DESCRIPTION

TITLE OF POSITION	Team Leader - Specialist
CLASSIFICATION LEVEL	LC Level 5 (<i>salary packaging available</i>)
PROGRAM	Foster Care Services

OVERVIEW

Lutheran Care provides community services in South Australia and Northern Territory through a range of programs. We support communities through responding to the needs of individuals and families, community development, learning opportunities, accommodation and disability support. Current programs include emergency relief, financial counselling, family support and education, foster care, homelessness and housing and, NDIS disability services. Lutheran Care is committed to reducing barriers encouraging inclusion and participation in the community of people all ages, genders, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD) backgrounds and those with a disability.

Our Foster Care Service (FCS) is funded through the Department for Child Protection (DCP) to provide family based foster care services in the SA Metropolitan North, South, West, and East, the Adelaide Hills, the Barossa, Fleurieu Peninsula and the Murray/Mallee regions.

Lutheran Care has recently expanded the provision of services to include Specialist Foster Care. LC's model Specialist Services is an enhanced version of LC's current practice approach that is built on a therapeutic approach, quality supports and stable placements for children.

ROLE SUMMARY

The Team Leader has portfolio responsibility in support of approved foster families. The aims of this role are to provide leadership, support, input and direction within FCS. This role leads and develops the integration of the specialist services into our program which includes contributing toward building a skilled workforce, who are able to therapeutically support the needs of families and children with complex needs. The role also interfaces between FCS and the disability sector, assisting the organisation in providing services to children through the National Disability Insurance Scheme.

REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Team Leader reports to the Operations Manager – Foster Care Services.

CORE BEHAVIOURS/RESPONSIBILITIES:

ROLE:	RESPONSIBILITIES AND DUTIES:
Lutheran Care Culture	<ul style="list-style-type: none"> ■ Model ethical behaviour and practice consistent with the Code of Conduct and stated LC values. ■ Adhere to and support LC's policies and procedures.
Communication and Teamwork	<ul style="list-style-type: none"> ■ Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner. ■ Support LC's senior management team's decisions and ensure that instructions are carried out. ■ Alert the site manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s). ■ Attend and actively participate in regular team meetings and forums as required. ■ Report to the supervisor as required.
Work Health and Safety	<ul style="list-style-type: none"> ■ Maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within your team environment. ■ Promote and adhere to LC's Work Health and Safety Guidelines.
Resource Management	<ul style="list-style-type: none"> ■ Maintain records of activities as required for accountability purposes. ■ Work within established or negotiated financial and time constraints ■ Manage resources and risks efficiently and effectively. ■ Monitor financial reports, expenditure and budget to meet budgetary requirements
Continuous Improvement	<ul style="list-style-type: none"> ■ Contribute to the delivery of high quality services. ■ Understand and support continuous quality improvement in Lutheran Care.

CORE BEHAVIOURS/RESPONSIBILITIES

ROLE	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE:
Achieves outcomes	<ul style="list-style-type: none"> ■ Sets direction priorities and goals and ensures accountability for results. ■ Contributes to strategy and strategic and business planning. ■ Influences and communicates direction and goals. ■ Uses evidence based research and analysis for decision making. ■ Plans, implements and evaluates programs and projects. ■ Allocates resources. ■ Sets clear performance standards and reviews these regularly. ■ Recognises and celebrates progress and achievements.
Drives innovation	<ul style="list-style-type: none"> ■ Fosters a culture of innovation and continuous improvement. ■ Maintains continuous quality improvement. ■ Leads and supports change.
Shapes systems	<ul style="list-style-type: none"> ■ Identifies trends and facilitates strategies that achieve LC outcomes. ■ Promotes LC to key government offices, NGOs and community groups. ■ Develop and implement policy. ■ Negotiates with external stakeholders e.g. funding bodies. ■ Identifies gaps in community needs and responds to these.
Leads and Develops People	<ul style="list-style-type: none"> ■ Provides day-to-day supervision of workers, and management of work functions across the team including the approval of timesheets and leave applications. ■ Encourages high performance, works in alignment with contractual requirements and HR policy and principles. ■ Undertakes regular professional supervision sessions with allocated staff. ■ Facilitates the professional development of staff and assist them to participate in appropriate training. ■ Leads effective meetings. ■ Advocates for the team at the next level of Leadership ■ Engages in difficult conversations and facilitates restorative processes when conflict arises ■ Contributes to recruitment and selection processes. ■ Works cohesively with volunteers involved in FCS activities.

<p>Provide site Management</p>	<ul style="list-style-type: none"> • Oversees the site ensuring that day to day activities run smoothly. • Convenes site meetings. • Plan and monitor work activities to maintain a high standard of service delivery. • Oversees maintenance and improvements. • Communicate and monitor the activities of cleaners and other contractors/visitors to the site.
<p>Manages business processes</p>	<ul style="list-style-type: none"> • Ensures management of information, data and records. • Monitors and manages risk. • Monitors day to day finances and budgets. • Contributes to funding applications and assist in the production of reports to funding bodies. • Provides advice to the FCS Senior Leadership team about issues and trends that impact upon service delivery and funding. • Critically analyses information and present succinctly in a range of scenarios • Ensures service provision meets standards as set in Service Agreements and reporting requirements.

SELECTION CRITERIA

REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES.

- Significant experience and training in trauma informed approaches, positive behaviour planning and therapeutic parenting
- Degree in Social Work, Behavioural Science or related discipline AND experience leading and managing teams in Out of Home Care Services, or less formal qualifications with specialised skills sufficient to perform at this level (minimum Cert IV).
- Experience in delivering a therapeutic parenting programs including but not limited to Therapeutic Crisis Intervention Families, Three Pillars of Transforming Care
- Strong team work focus and demonstrated experience/abilities in leading and managing people.
- Demonstrated knowledge and experience working within out of home and/or family based care, including the impact of past government policies on First Nations people.
- Excellent organisation and time management skills.
- High level of interpersonal skills in dealing with the public and other organisations.
- A sound knowledge of the effects of trauma and abuse, attachment issues and behaviour management in relation to children in care
- Competence in using computer, database, spreadsheets, internet and electronic communications.
- Critical analysis skills and presents information succinctly, including skills and experience in preparing and presenting information for training groups and for reporting to meetings.
- Demonstrated experience in achieving outcomes through setting direction, priorities and goals and ensuring accountability for results.
- Promotes well-being and resilience, ensures the health, safety and wellbeing of employees and maintains a safe work environment.
- Ability to work within the Lutheran Care Vision, Values and Philosophy.
- Awareness of compliance regulations regarding foster carer approval process.

ATTRIBUTES THAT ARE DESIRABLE, BUT NOT ESSENTIAL:

- Familiar with NDIA processes for becoming an NDIS provider
- Tertiary qualifications relevant to working in the area of assessment, placement provision or placement support.
- Certificate IV in Training and Assessment (essential for training and recruitment team-leader)
- Skills and experience in preparing and presenting information for training groups and for reporting to meetings.
- Experience working with people from CALD and Indigenous backgrounds.
- Completion of Step-By-Step assessment familiarisation training and accreditation.
- Completion of Winangay Assessment Tool
- Experience in delivery of training to groups.
- Familiarity/accreditation to facilitate Shared Lives, Safe Environments for Children & Young People, Therapeutic Crisis Intervention (Families) training.

SPECIAL CONDITIONS:

The successful applicant will be required to satisfactorily complete a DHS Working with Children Check and NDIS worker check prior to being employed. Further conditions of employment are as follows:

- Have the flexibility to work occasional evenings and weekends
- Undertake some intra-state and interstate travel
- Hold a current Provide First Aid certificate
- Have a current Safe Environments for Children & Young People certificate
- The successful applicant will provide a current COVID19 vaccination certificate prior to commencement and provide dates for further booster shots as required
- Hold a current South Australian Driver's Licence

Staff will be consulted over major changes to their position descriptions, however, duties and responsibilities may vary from time to time to maintain “Best Practice” standards of service delivery. You may be assigned other duties as reasonably requested within your level of skills and qualifications.

ACKNOWLEDGEMENT:

I have received, reviewed and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee: _____

Witness: _____

Date: _____