

# Position Description

<b>Title</b>	Family Preservation and Reunification (FPR) Response Team Leader
<b>Business Unit</b>	Children, Youth and Families
<b>Location</b>	As per employment contract
<b>Employment type</b>	As per employment contract
<b>Reports to</b>	Senior Manager Care and Placement Services

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Victorian Family Preservation and Reunification Response (the Response), has been funded as a pilot by the Department of Health and Human Services. It was co-designed with representatives from the child and family services sector to be implemented in 2020-21 by Victorian registered children and family service providers. This pilot will test if an intensive family preservation response linked to a clinical therapeutic service can reduce the demand for residential care services for some of the most complex children and young people in Victoria.

The FPR team will bring an innovative, evidence based wrap around service that will outreach to families with unborn and preschool children (0-5 years), and families with young adolescents (10-15 years). The FPR Response Team Leader's supervisory and leadership experience, as well as strong child development training is key in leading a team of FPR Practitioners in providing a relational approach to support as part of the response. The FPR Response Team Leader's duties include clinical and administrative supervision for FPR Practitioners, liaison with key collaborating agencies and coordinating ongoing evaluation and staff development for FPR Practitioners. The FPR Response Team Leader also supports the FPR Practitioners in providing an afterhours response with support from other agency supervisory staff through Uniting Gippsland's After Hours Roster.

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### Family Preservation and Reunification (FPR) Team Leader

The FPR Response Team Leader will work closely and respectfully with the Aboriginal Response Lead organisations, GEGAC and RDAC, to deliver a culturally safe, trauma informed and inclusive response for all children and families.

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## 2. Scope

### Budget:

TBC

### People:

- FPR Case Workers (x3)
  - Students / volunteers as required
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## 3. Relationships

### Internal

- Uniting managers and senior managers
- Other Uniting employees/volunteers/students
- Children and Young People

### External

- Families
  - Advocates
  - Department of Families, Fairness and Housing (DFFH)
  - ACCO's
  - Community Service organisations
  - Local educational and childcare services
  - Other relevant community groups as required
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## 4. Key responsibility areas

### Service delivery

- Promote FPR services with both internal and external stakeholders
- Generate and manage case referrals and manage practitioner caseloads
- Work in close collaboration with DFFS, placement services and other stakeholders as appropriate
- Assure availability of clinical and administrative support to FPR Practitioners 24 hours/day, 7 days/week
- Deliver the Response to a caseload of 2-3 families, as required to address program needs

### Finance, Quality and Risk

- Participate in the preparation of program budget and the appropriate allocation of resources with the Senior Manager Care and Placement Services
- Oversee allocation of funds and approve brokerage expenditure to ensure consumer needs are met and resources are fairly and responsibly managed
- In collaboration with Senior Manager Care and Placement Services review services and make recommendations in response to changing needs of relevant groups in the community
- Supports the Management Team to implement systems, address adverse events and problems and assists teams to take proactive approaches to problem solving

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- Contributes to program objectives and develops and implements quality improvement plans / business plans
- Ensure that all staff are trained and have the necessary knowledge and understanding to perform their duties and comply with all relevant legislation

#### People and teams

- Carry clinical and administrative supervisory responsibilities for the FRP Practitioners on the team
- Conduct weekly group supervision and training for the team to assure practitioner competency in implementation of evidence-based interventions and common elements
- Conduct individual supervision as needed to target practitioner competency needs and to remove individual barriers to effective implementation of the FRP Response
- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

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## 5. Performance indicators

- These are optional for the time being but will be mandatory as a performance management and development framework (and process) evolves.
- Group in key areas (e.g. Achieves results, customer management, stakeholder management, people management, teamwork, professionalism – or against any capability framework (if

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inexistence) with headings in order of importance and insert the results expected and how they will be measured.

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## 6. Person specification

### Qualifications

- Bachelor degree in Social Work, Child Development, Psychology or a related subject area.

### Experience

- Significant work experience in a relevant field which supports an understanding of key child development issues relating to young parents and their families who have complex needs
- Demonstrated experience in leading and improving child and or parent focussed programs.
- Demonstrated capacity to develop collaborative relationships across professional and organisational boundaries, as well as knowledge of relevant Community Service Organizations, local and State Government (DHHS) and the ability to network with these services.
- Demonstrated ability to undertake complex casework with families and children who have experienced trauma

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Leadership** – Strong leadership and management skills and knowledge within a complex service delivery environment; ability to contribute to strategic planning and ensure the achievement of strategic goals; ability to build strong, high functioning, multi-disciplinary teams and align teams with the organisational values and goals, particularly those related to consumer-centricity; role modelling expected behaviour; strong ability to establish credibility with staff and inspire a shared vision
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

### Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)

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- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)
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#### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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#### 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>