

Position Description



Title	Manager – Children, Youth and Families
Business Unit	Children, Youth and Families
Location	As per employment agreement
Employment type	Fulltime Ongoing Position
Reports to	Senior Manager Children, Youth and Families

1. 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

2. Position purpose

This is a Manager role which works as part of a team to supervise a range of programs across Client Services and Community Development portfolios.

Duties include but are not exhaustive to working collaboratively with external agencies, liaising with key stakeholders and funders, chairing meetings, attend internal/external meetings, supervising staff and continuous risk assessment within relevant frameworks and decision making relating to the wellbeing of vulnerable children, youth, families and individuals. Uniting Gippsland encourages all staff to work autonomously as appropriate and to actively participate in influencing the direction of the agency.

3. Scope

Budget:
TBC

People:

- 10-15 employees plus volunteers

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4. Relationships

Internal:

- Senior Manager and Executive Officer Gippsland
- Uniting employees
- Uniting volunteers

External

- Clients and their families
 - Consumers
 - DHHS
 - Government Funding bodies
 - Other Community Service Organisations as required
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5. Key responsibility areas

Service delivery

- Represents the organisation and promotes awareness of key issues in community networks
- Develop and maintain partnerships with key stakeholders
- Demonstrates commitment to social justice and social inclusion
- Supervises and supports a diverse team of workers to meet program requirements and work within the values and ethos of Uniting
- Demonstrates and encourages reflective and evidenced based practice
- Manages, monitors adherence to and reports upon relevant funding and service agreements / contracts
- Provide advice, guidance and assistance to workers to ensure program standards and working practices; as described in funding guidelines, quality accreditation standards and Uniting Code of Conduct, are adhered to
- Employees must be willing and able to travel during the course of fulfilling the duties of their position, and may be required to operate out of various Uniting locations
- To ensure we offer accessible services to clients and families, Uniting offers some programs that are outside of normal business hours. Employees in these programs are required to be available to work after hours as agreed with their supervisor
- Participate in an After Hours Roster
- Direct oversight of site including orientation and induction of new employees, students and volunteers

Administration and finance

- Prepare program and project budgets, and reviews financial performance.
- Aims for appropriate use and sustainability for all finance and other agency resources and assets
- Leads and implements a range of employee life cycle functions
- Prepare submissions for funding where required

Quality and risk

- Reviews services and makes 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
- Participates in the review and development of policy and utilises policy and procedures to guide work practice

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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

- 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.

6. Person specification

Qualifications

- University qualification, degree level or above in social welfare, psychology, Social Work or related discipline plus three years post qualifying experience
- Satisfactory National police check and Victorian Working with Children Check.
- Current driver’s licence

Experience

- Demonstrated Experience in a leadership role
- Strong understanding of Child, Youth and Families Act 2015 and the Best Interest Principles Framework
- Ability to manage programs/services, staff and budgets
- Demonstrated proactive approach to problem solving, innovative thinking and decision making

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- Demonstrated ability to support change and improve agency and team culture

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Communication**
 - Ability to advocate and foster positive relationships to achieve best practice and outcomes
 - Demonstrated ability to relate positively to a large range of people from diverse backgrounds.
 - Excellent verbal and written communication skills.
 - Strong interpersonal skills including a high level of self-awareness.
- **Organisational Skills:** Ability to manage competing priorities and meet deadlines.
- **Team Building**
 - Commitment to collaborative multi-program and agency work practices.
 - Demonstrated ability to participate in a multi-skilling learning environment.
- **Service Delivery**
 - Demonstrated ability to work as part of a Leadership group providing clear guidance and support within a multidisciplinary setting.
 - Demonstrated ability to foster a positive workplace environment not only for team members but all agency staff.
- **Innovation:** demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles.

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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) 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.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		