

Position Description



Title	Practice Leader Home Based Care
Business Unit	East Victoria
Location	Based at Sale. Required to work across Gippsland, required to participate in an after-hours on-call system
Employment type	Full Time – Maximum Term contract until 30 June 2021
Reports to	Manager Community Development

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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, 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

The Practice Leader position is responsible for creating a just and equitable Gippsland through maximising agency performance, quality and sustainability via leadership, mentoring and development of agency staff, consumers and community. This is an operational role with oversight of home based and therapeutic foster care, targeted care packages, and kinship care First Supports programs.

Practice Leaders form part of the Gippsland Executive team and supervise programs, projects, services and staff. Uniting Gippsland encourages all staff to work autonomously and to actively participate in influencing the direction of the agency.

The successful applicant will have a proven record of working in a multi-disciplinary manner and have excellent communication skills.

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The successful applicant will be required to be child centred within the context of the family and work in the best interests of children and youth, creating conditions for social justice and equity.

3. Scope

Budget:

Nil

People:

6

- Senior Kinship Care Case Manager
- Senior Home Based Care Case Manager
- Training and Recruitment Worker
- Administration Worker
- Intensive Case Managers

4. Relationships

Internal:

- Foster and Kinship Carers
- Gippsland Leadership Team
- Managers, Employees, Volunteers

External

- Department of Health and Human Services
- Australian Childhood Foundation
- Community Service Organisations/Support Services
- Education and Medical organisations
- Community, related to foster care education

5. Key responsibility areas

Service delivery

- Demonstrates and encourages reflective and evidenced based practice.
- Manages, monitors adherence to and reports upon relevant funding and service agreements / contracts.

Administration and finance

- Adhere to program and project budgets, and reviews financial performance when required.
- Aim for appropriate use and sustainability for all finance and other agency resources and assets.
- Utilise MagiQ to track and monitor budget.

Quality and risk

- Ensure all legal obligations and compliance requirements are met.
- Ensure relevant policies and procedures reflect legislative and other regulatory requirements and that they are made available to all staff and managers, are understood and adhered to.
- Ensure regular audits and reviews are conducted in accordance with policies and procedures.

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- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.

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

- Tertiary qualifications in welfare, social work, children's development or similar.
- Current Victorian Drivers Licence, Satisfactory Police check and Victorian Working with Children Check.

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Experience

- Technical / specialist skills or program knowledge relevant to the portfolio.
- Demonstrated experience to provide leadership to others.
- Demonstrated proactive approach to problem solving, innovative thinking and decision making.
- Demonstrated ability to support change and improve agency and team culture.
- Ability to advocate and foster positive relationships to achieve best practice and outcomes.
- Demonstrated ability to participate in a multi skilling learning environment and a self-managed team.

Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting’s values
- **Communication:** Strong interpersonal skills including a high level of self-awareness
- **Organisational Skills:** Ability to manage programs/services, staff and budgets
- **Service Delivery:** Demonstrated ability to foster a positive workplace environment not only for team members but all agency staff.

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:		