

Position Description

Title	Team Leader, Housing Support Wimmera
Business Unit	Housing and Homelessness – Resilient Communities
Location	185 Baillie Street, Horsham Victoria 3400
Employment type	Full Time, Maximum Term (until July 2022) Maternity Leave position
Reports to	Senior Manager Homelessness

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 Team Leader Housing Support Wimmera will lead the operational functions of homelessness programs in the Wimmera. The position provides the leadership necessary to ensure that the programs have the appropriate operational controls, administrative and reporting procedures and people management systems to ensure operating efficiency.

2. Scope

Budget:

- Monthly review of program budgets to ensure expenditure is within budget.

People:

- Wimmera housing support team members

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3. Relationships

Internal

- Homelessness team
- Leadership team

External

- DFFH
 - Uniting Housing Victoria
 - Contractors
 - Victoria Police
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4. Key responsibility areas

Service delivery

- Provide leadership to the Wimmera housing support team, taking responsibility for managing targets, reporting to the DFFH, facilitating, and assisting in evaluation of programs.
- Implementation of the housing support, including planning, development, and delivery of all Wimmera housing support services.
- Apply assertive and persistent outreach practice to provide purposeful assistance to clients with complex needs and challenging behaviours.
- Report back to the Senior Manager Homelessness to discuss and resolve issues.

Administration

- Participate in the preparation of the program budget and the appropriate allocation of resources.
- Monitor the program budget to ensure operation within guidelines and funding provided by the Department of Families, Fairness and Housing.

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.

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- 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.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
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5. Person specification

Qualifications

- Tertiary qualifications or other relevant welfare qualifications, experience and/or knowledge of the welfare sector.
- Current driver's licence.

Experience

- Experience in a human services, welfare, social services role or significant experience in the housing industry.
- Experience in coordinating a service delivery program within a highly demanding environment.
- Knowledge of the homelessness sector.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - Demonstrated knowledge and understanding of the Residential Tenancy Act 1997.
 - **Program implementation:** demonstrated experience in planning and implementation of key program activities, including organisational and evaluation skills.
 - **Communication:** highly developed interpersonal, written and communication skills and demonstrated abilities with computer programs and software.
 - **Program Delivery:** demonstrated ability to oversee delivery of programs with successful client outcomes and within budget.
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6. 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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7. Acknowledgement

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

Employee

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