

# Position Description

<b>Title</b>	Team Leader, Kinship Care
<b>Business Unit</b>	Care & Placement Prevention, Child Youth and Family
<b>Location</b>	648 High Street, Reservoir
<b>Employment type</b>	Full Time (76 insert hours per fortnight), Ongoing
<b>Reports to</b>	Senior Manager, Care and Placement Prevention

## 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 Kinship Care program is focused solely on children and young people aged 0-18 years in statutory kinship placements, who have either a permanency objective or long-term out of home care case plan. The program provides case contracted case management services on behalf of DHHS Child Protection. The objectives of the program are to:

- Identify kinship networks early;
- Strengthen reunification where appropriate
- Promote placement quality and support children and young people living with kinship families to thrive; and
- Promote placement stability, including reducing the likelihood of entry into residential care

The program is a divisional service for children and young people who reside in the local government areas of Hume, Moreland and North East Metropolitan Melbourne.

## 2. Scope

**Budget:** nil

**People:** nil

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### 3. Relationships

#### Internal

List key internal relationships that this position has primary and regular day to interaction with

- Senior Manager Care & Placement Prevention
- Kinship Care Teams, Reservoir
- Reservoir Site team members
- Uniting Northern staff
- Extended Leadership team
- Uniting business partners and staff

#### External

- DFFH: North Division Agency Performance and System Support
- DFFH Child Protection Case Contracting
- Other services and community
- Carers, children, young people and their families

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### 4. Key responsibility areas

#### Service delivery

- Provide oversight and management of service delivery ensuring staff meet program and service agreement requirements, Best Interests Principles as defined under the Child, Youth and Families Act 2005.
- Support excellence in practice and program development in Kinship Care, Kinship Information and Advice; Kinship Carer's Group.
- Provide support and oversight to staff in providing culturally safe practice in partnership with carers, specialist and universal service providers utilising principles of the Aboriginal family led decision making and self-determination
- Consult with DFFH Child Protection Team Managers to identify suitable referrals to the program and allocate to staff in a timely way
- Manage client complaints in line with organizational policy with the support of Senior Manager
- Advocate for appropriate services responses for children, young people and their families
- Advocate for the needs of carers to ensure the stability and suitability of placements
- Provide proactive and collaborative input into relevant partnerships, networks and cross organizational activities to represent Uniting in a positive manner, in conjunction with the Senior Manager when requested
- Other duties as required

#### Administration

- Oversee the expenditure of DFFH client support funds and program client brokerage in line with individually tailored child and placement plans.
- Maintain client and program data in line with program requirements.
- Provide, as required, written reports and program data on issues/programs/service area performance to the Senior Manager within appropriate timeframes.
- In conjunction with Senior Manager coordinate relevant training for staff
- In conjunction with Senior Manager recruit and induct new staff

#### Quality, finance and risk

- Ensure services are delivered within professional frameworks- including Best Interests Case Practice Model, Looking after Children, Child Protection Practice Manual, DFFH standards and Program requirements for home-based care achieving best practice outcomes
- Participate in the monitoring of program budget and the allocation of resources with the Senior Manger Care and Placement Prevention and the Finance Business Partner

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- Oversee allocation of flexible support funds and approve these to ensure consumer needs are met; maintain record of expenditure in line with agency and DFFH requirements
- Support and participate in the Agency's continuous quality improvement process.
- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders, DFFH Child Protection.
- Actively contribute to gaining consumer feedback and incorporating client voice into program planning and delivery
- Develop, update and coordinate implementation of Kinship Care program policies, procedures, processes, standards and manuals.
- Comply with DFFH Client Incident Management System (CIMS) through timely and effective responses to client incidents as well as reporting and review on Risk man.
- Undertake regular supervision and performance review with the Senior Manager, Care and Placement Prevention.

### 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.
- Support the Management Team to implement systems, address adverse events and problems and assist teams in taking a proactive approach to problem solving

### 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 the Senior Manager 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.
- 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

- A degree in Social Work, Psychology or a related tertiary qualification relevant to child and family welfare

### Experience

- Demonstrated experience in the provision of out of home care services relevant to Kinship Care as a team leader or staff supervisor.
- Demonstrated staff management experience including supervision, recruitment, and managing individual key performance indicators.
- Experience and/or skills in anticipating issues, developing practical solutions and delivering outcomes
- Demonstrated capacity to work collaboratively with a wide range of stakeholders and in accordance with the best interest of children and young people
- An understanding of the 'Best Interests' Case Practice Model and Children Youth and Families Act (CYFA) 2005 and 2015 amendments
- Knowledge of child development, trauma and attachment theories

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Project Management:** ability to meet deadlines, balance competing demands and to prioritise work effectively
- **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 consumer-centricity; role modelling expected behaviour; strong ability to establish credibility with staff and inspire a shared vision
- **Relationships:** demonstrated capacity to create purposeful interactions and partnerships with members of the community, DFFH, philanthropic organisations and businesses
- **Change Management:** demonstrated experience in effective change management
- **Organisational skills:** well-developed administration and organisational skills, including strong computer literacy, attention to detail and multi-tasking skills
- **Interpersonal Skills:** ability to work with individuals and groups in particular those from culturally diverse, refugee and disadvantaged communities and diverse backgrounds
- **Communication skills:** excellent negotiation, facilitation, written and verbal communication and presentation skills
- **Team Work:** 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 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
- **Decision making:** highly developed judgement, decision-making, conflict resolution, representation and analytical skills
- **Report writing skills:** ability to write concise plans, procedures and reports for various audiences
- Current Australian Drivers licence

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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

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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:

Signature:

Date: