

## POSITION DESCRIPTION

<b>1. POSITION TITLE</b> Team Leader Supported Independent Living (SIL)	<b>2. POSITION LOCATION</b> Newcastle, Manning and Upper Hunter	<b>3. DIRECT MANAGER</b> YAS Manager
<b>4. SERVICE AREA</b> Young Adolescent Services	<b>5. CLASSIFICATION</b> SCHADS Level 5	<b>6. POSITION STATUS</b> Temporary Full-Time
<b>7. POSITION SUMMARY</b>		
<p>The Team Leader Support Independent Living (SIL) will lead and support a team of SIL Caseworkers in providing a transitional service for young people moving from statutory care into independent living. A major part of this role will be to ensure all case plans are up to date and that all statutory requirements (post care) are met. The position is responsible for providing monthly operational supervision for the caseworkers, motivating team members and supporting their daily performance, and providing reports to the Young Adolescent Services manager to contribute to the maintenance and further development of a positive team culture and workplace.</p>		
<b>8. PERSONAL ATTRIBUTES / SELECTION CRITERIA</b>		
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A commitment to the Vision, Mission and Values of our organisation.</li> <li>• Minimum 12 months' experience within the Supported Independent Living program or related field.</li> <li>• Evidence of independent practice history and ability to manage a variety of more complex caseloads.</li> <li>• Good working knowledge of legislation and systemic considerations relating to child protection and the Supported Independent Living Program in New South Wales.</li> <li>• Demonstrated ability to implement strategies that promote emotional and developmental wellbeing in young people who have experienced complex trauma.</li> <li>• Experience in managing a small team and leading positive culture.</li> <li>• Demonstrated ability to build relationships with external stakeholders in a manner that promotes professionalism.</li> <li>• Willingness to be available to work after hours, including being rostered for on call.</li> </ul>		
<b>9. QUALIFICATIONS / LICENCES</b>		
<ul style="list-style-type: none"> <li>• A degree in Social Welfare, Social Work or Psychology and/or equivalent experience in the delivery and management of Permanency Support Program and Supported Independent Living Programs.</li> <li>• Current NSW Drivers licence.</li> <li>• Current Working With Children Check (WWCC).</li> </ul>		

## 10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, disability, community services, refugee service, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

## 11. MISSION – VISION – VALUES

### **Our Mission**

*CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.*

### **Our Vision**

*For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.*

### **Our Values**

*Respect – We show consideration for ourselves and others, whilst recognising each other's differences*

*Justice – We believe in, actively seek and encourage, equality for all*

*Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.*

*Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement*

*Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.*

## 12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
1. Management of daily operations of the Supported Independent Living Team.	<ul style="list-style-type: none"><li>Promote need for a young person's safety, welfare and well-being to be the central focus of decision-making.</li><li>Implement and monitor work plans for each SIL team staff member.</li><li>Conduct regular audits to monitor and assess suitability of practice, report writing and record keeping and update YAS manager of any</li></ul>	<ul style="list-style-type: none"><li>Assessment and practice reflects that a young person's safety, welfare and well-being needs are central to recommendations and decision making, and in line with standards.</li><li>Referrals are actioned and caseloads are equitable.</li><li>All staff has a work plan and there is evidence of regular work plan reviews.</li></ul>

	<p>issues or concerns.</p> <ul style="list-style-type: none"> <li>• Provide support and leadership to fellow staff members within the YAS team.</li> <li>• Undertake SIL related reporting tasks for the CatholicCare YAS manager.</li> <li>• Build and maintain positive relationships with key stakeholders required to support the functioning of the SIL program, for example, local real estate, medical services, path to change and mental health services.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed audits are available when requested and demonstrate sufficient monitoring of any issues and provide information to YAS manager.</li> <li>• When requested, attendance at panel meeting is recorded.</li> <li>• All necessary reporting tools are up to date and completed in a timely manner.</li> <li>• SIL team maintains positive key connections within the community.</li> </ul>
2. Senior level casework/case management within the SIL Team	<ul style="list-style-type: none"> <li>• Independent management of a complex case load.</li> <li>• Case Planning and day to day practice role models and promotes increase of independence for young people within the program.</li> <li>• Provide practice advice within the team that reflects strong working knowledge of legislation, policies and procedures related to the SIL program.</li> <li>• Directly assist less experienced team members with difficult practice situations, for example, difficult conversations with young people.</li> <li>• Compile information and write complex reports, for example, court or progress reports for YAS manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Team members report that adequate and necessary skill sharing/ direct support is being offered to them in the event of complex situations.</li> <li>• Reports are produced on time and reflect thorough, sound assessment and review practices and forwarded into YAS manager.</li> <li>• Audits reflect up to date records that meet best practice record keeping and standard operational requirements within the team and any issues to be reported to YAS manager.</li> </ul>

	<ul style="list-style-type: none"> <li>Promote quality record keeping practices within the SIL team.</li> </ul>	
3. General casework and Case Management within the SIL Team	<ul style="list-style-type: none"> <li>Undertake Case Planning and Case Management for young people in the SIL program, in line with the NSW Standards and SIL service specifications.</li> <li>Complete leaving and aftercare plans inclusive of young people in a timely manner, as per requirements of community services and SIL service specifications.</li> <li>Developing and promoting young people's capacity to set their own goals and access necessary resources.</li> <li>Build capacity for independence in young people within their social environment.</li> <li>Ensure young people have opportunities to develop appropriate personal connections with social supports and their families.</li> <li>Provide interventions to support and stabilise young people's living situations and promote their capacity to access and maintain housing on exiting care.</li> <li>Ensure young people are supported to enter and/or sustain education and employment.</li> <li>Ensure young people are supported to access appropriate health</li> </ul>	<ul style="list-style-type: none"> <li>Young Peron's needs are identified and met in each domain of care, as per NSW Standards of Care.</li> <li>High quality documents and reports are produced in a timely manner. <ul style="list-style-type: none"> <li>Leaving Care and After Care Planning and support is effectively met in a timely manner.</li> </ul> </li> <li>Young people are actively involved in all aspects of the case planning process.</li> <li>Young person's best interests and views are the focus of decision-making and actions.</li> <li>Records reflect that young people are displaying increasing independent living skills and external support networks.</li> <li>Case plans evidence appropriate focus on increasing stability, health awareness and engagement in vocational activities for young people in the program.</li> <li>Young people's files are up-to-date and of high quality as per auditing standard.</li> <li>Stakeholder and young people provide primarily positive feedback.</li> <li>Community Services staff identify that they are receiving all appropriate updates.</li> <li>Young people understand the value of education and</li> </ul>

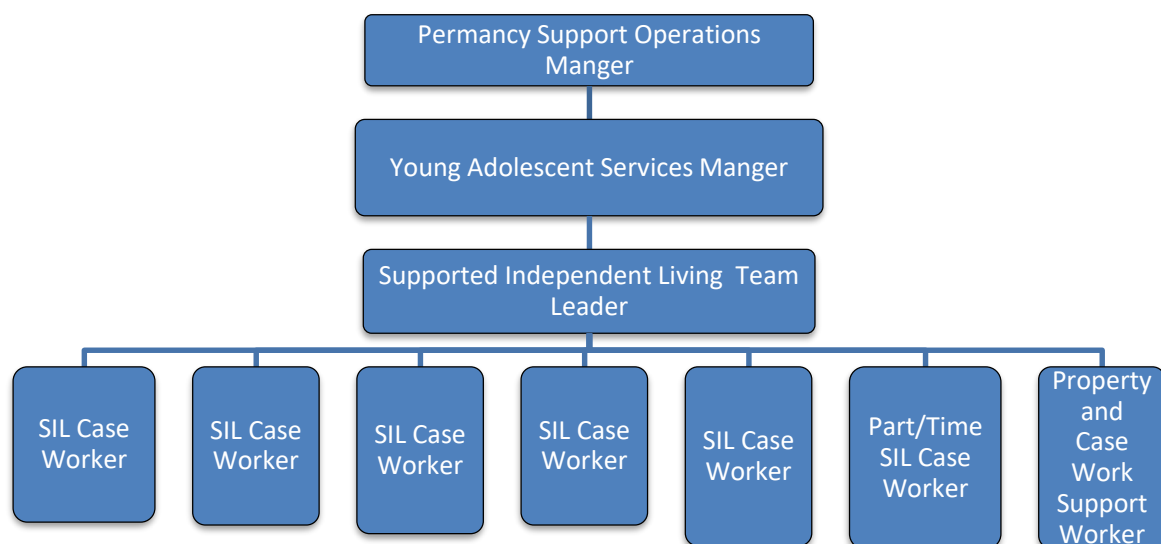
	<p>services and become educated about positive health and self care strategies.</p> <ul style="list-style-type: none"> <li>• Maintain accurate, up to date client focussed records of all interactions and progress in accordance with CatholicCare workplace policies and Children's Guardian guidelines.</li> <li>• Prepare professional reports such as placement, contact, progress and court reports as required.</li> <li>• Plan and attend/ facilitate relevant meetings with stakeholders e.g. case planning meetings, support service meetings and health/education planning meetings.</li> <li>• Work collaboratively with Community Services according to Legislation, Policy and Service Specifications.</li> <li>• Authorisation is sought in a timely manner from Community Services in relation to matters of delegated parental responsibility.</li> <li>• Source and participate in the implementation of appropriate training and development opportunities for young people.</li> </ul>	<p>vocational activities upon their own well-being, both emotionally and materially.</p> <ul style="list-style-type: none"> <li>• Record evidence appropriate participation in events that support SIL program and clients.</li> </ul>
4. General	<ul style="list-style-type: none"> <li>• Abide by all CatholicCare and Diocesan policies and procedures.</li> <li>• Mandatory reporting legislation and Diocesan Child Protection Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Behaviour.</li> </ul>

	<p>and guidelines are adhered to.</p> <ul style="list-style-type: none"> <li>• Participate in organisational events, development and strategic planning activities.</li> <li>• Participate in internal and external meetings in a manner which contributes to the positive development of the program.</li> <li>• Provide information on program services and community supports as required.</li> <li>• Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities.</li> <li>• Working collaboratively with colleagues and management.</li> <li>• Utilise self-care strategies.</li> <li>• Maintain own professional practice and awareness of current research in practice.</li> <li>• Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures.</li> <li>• Other duties within the scope of the position that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Information is provided to relevant bodies regarding children at risk in a timely manner.</li> <li>• Relevant meetings and events attended.</li> <li>• Staff member practices a positive working relationship with colleagues.</li> <li>• HR documentation is completed at the minimum frequency with evidence available that staff member contributed to the process.</li> <li>• WHS best practice is promoted in the workplace.</li> <li>• Staff member presents as a knowledgeable and skilled leader within the PSP program and CatholicCare Social Services.</li> </ul>
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13. Key Relationships & Communications		
Who?	Frequency & Purpose	
Young Adolescent Services Manger	Daily for issues that arise – support and reporting, Monthly Supervision.	
SIL Case Workers and Property/ Case work Support Workers	Working collaboratively to achieve positive outcomes for people we support.	
Other Stakeholders	As required for successful coordination, referral and communication.	
14. SIGNIFICANT CHALLENGES		
What?	Why?	
1. Managing workloads of a complex nature whilst also promoting the SIL team's capacity to build independence in young people.	Meeting concurrent demands of complex caseloads and specialist tasks that require ongoing higher level working knowledge of policies, research and legislation.	
2. Locating and maintaining suitable housing.	Limited suitable and affordable housing options exist locally.	
15. EMPLOYMENT CONDITIONS		
All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.		
In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.		
16. LEGISLATION & CATHOLIC CARE POLICY		
Occupants must:		
<ul style="list-style-type: none"><li>Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;</li><li>Have a current drivers licence;</li><li>Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&amp;S laws and regulations;</li><li>Not take advantage of their role in CatholicCare for personal gain;</li><li>Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,</li><li>Only make decisions within their delegated responsibilities.</li></ul>		
17. EXPECTED EMPLOYEE BEHAVIOUR		

**Employees must:**

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Work with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

**18. ORGANISATIONAL CHART**

<b>Position Description last reviewed:</b>		<b>Next review due:</b>	
<b>Occupant Signature:</b>		<b>Date:</b>	