

Position Description



Title: Team Leader, Integrated Family Violence Program (Hume Moreland catchment - Broadmeadows)
Business Unit: Integrated Family Violence Program
Location: Broadmeadows
Employment type: Ongoing, Part Time (45.6 hours per fortnight)
Reports to: Program Manager

About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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, trans, gender diverse and intersex (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

Position purpose

The role focuses on the provision of women and children's family violence services who have experienced family violence. The work is cutting edge and innovative, working with culturally diverse communities and engaging with policy, research and practice developments across the family violence sector. A key focus is the provision of a whole of family response, whilst prioritising the safety of women and children at all times, and is strongly integrated with Hume Moreland Child FIRST/Integrated Family Services.

The Team Leader is responsible for the supervision of family violence staff (women's and children's support) to assess and address safety risks and needs.

Referrals will be received from L17's (police), Hume Moreland Child FIRST and partner agencies in the Hume Moreland Child & Family Services Alliance Partnership (HMIFS Alliance), from the broader community and self-referrals. The Team Leader coordinates intake and case allocation into the Program.

The position oversees service delivery, staff management and the review and integration of systems within a best practice framework.

Scope

Budget: NIL

People:

- Family Violence Senior Caseworker/Counsellor and Family Violence Caseworker/Counsellors

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Position description

Team Leader - Integrated Family Violence Program



Relationships

- Internal:**
- Program Managers
 - Team Leaders
 - Senior Practitioners
 - Other Uniting staff
- External**
- Relevant Stakeholders & Community Service Organisations
 - Relevant Federal, State, Local Government departments

Key responsibility areas

Service delivery

- Day to day oversight and manage allocation of intake, allocation, referrer enquiries and referrals received by IFVP.
- Establish a process for follow up of initial contact with families referred to the IFVP.
- Encourage and support IFVP staff in the process of Family Violence Flexible Funding Packages and in line with client case plans.
- Monitoring of demand in the IFVP and report to Program Manager as required.
- Provide secondary consultations to HM Child FIRST staff, other Uniting staff, IFS caseworkers/Team Leaders in the HMIFS Alliance and other professionals as needed.
- Regular liaison and consultation with Team Leader HM Child FIRST and the IFS Team Leader (Camp Road).
- Actively lead the preparation and process of weekly allocations meeting, including the completion of minutes for each meeting and fulfilment of post allocation tasks.
- Coordination and management of the IFVP client data base.

Practice Development and Review

- Contribute to the development of guidelines relevant for the program and practice needs that will be incorporated into the IFVP Operations Manual, in conjunction with the Program Manager.
- Contribute to practice implementation and regular reviews of service delivery and practice outcomes.
- Actively participate in internal and external evaluations involving client care.
- Ensure services are delivered within professional frameworks (including utilising the Common Risk Assessment Framework).
- Contribute to the development of client feedback mechanisms.
- Support the maintenance and review of quality goal-orientated case practice file and records system.

People and teams

- Establish, recruit, 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 as required.
- 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 supervision and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements and 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.

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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.

Performance indicators

- Proactively track targets and service delivery outcomes.
- Incident reports are proactively responded to in line with Uniting specifications.
- Compliance with appropriate service standards.
- Ensure data reporting is submitted in a timely manner.
- Program development is conducted and review annually.
- Contribute towards the development of the program in line with industry standards.
- Contribute towards a practice framework across the team.
- Provide support, supervision and risk assessment to program staff and where required be involved in a performance management process.
- Contribute towards service integration across the program and wider Uniting organisation.
- Ensure WH&S issues are reported to and monitored by the Programs Manager.
- High level emotional intelligence and demonstrated understanding of working with people from CALD backgrounds.

Person specification

Qualifications

- Relevant undergraduate tertiary qualification in Social Work or related field and demonstrated leadership/management experience.
- Post graduate training in supervision and/or reflective practice (highly regarded).
- Advanced CRAF Training (highly regarded).
- Extensive knowledge of family violence and of working within a feminist framework.
- Excellent knowledge of children’s developmental, safety and support needs and risk assessment where children are clients.
- Knowledge and experience of a range of intervention strategies and frameworks in working with family violence (women, children and men).

Experience

- Highly developed conceptual and systems development skills.
- Ability to work calmly and consistently under pressure with a capacity to respond to crisis.
- Well-developed negotiation, facilitation, communication and presentation skills.
- Well-developed understanding of trauma informed practice.
- Key awareness of child centred and family inclusive approaches.

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Position description

Team Leader - Integrated Family Violence Program



- Ability to undertake intake and allocate to staff, with particular attention to safety and wellbeing of women and children.
- A commitment to using evidence based practice and imparting new knowledge to the HMIFVIP team.
- An excellent understanding about men who use violence and the impact of men’s violence on women and children.
- Highly developed people management skills, including coaching, mentoring, supervising, conflict resolution, team building, and providing direction to staff.
- Demonstrated practice and operational supervisory experience.
- Highly developed organisational and time management skills, including prioritisation and ability to multi task, meet deadlines, targets and key deliverables.
- Demonstrated target and financial monitoring skills and reporting.
- Excellent communication skills (both written and verbal) and the ability to communicate with a diverse range of stakeholders.
- Demonstrated understanding of key Victorian policies, including practice frameworks that will impact on service system development across Child, Youth, and Family and Family Violence sector.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values.
- **Leadership:** highly developed people management skills, including conflict resolution, team building, coaching and providing direction to staff.
- **Change management:** the ability to inspire and motivate others in times of rapid change.
- **Theoretical knowledge:** Strong understanding of the feminist framework and how this shapes working with men who use violence.
- **Sector knowledge:** Proven understanding of the family violence sector including understanding of the impacts of family violence on women and children.
- **Policy:** Demonstrated understanding of the family violence service system and policy framework and how this impacts on service delivery.
- **Financial acumen:** Demonstrated target and financial monitoring skills.
- Current Victorian Drivers Licence

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.

Employee

Manager

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