

Position Description

Program or Function name:	Functional Family Therapy - Child Welfare® (FFT-CW)
Role Title:	Team Leader
Location:	Blacktown NSW
Employment Status:	Full time Ongoing
Reports to:	Child and Family Services Manager - NSW
Direct Reports:	3/4 FFT-CW Family Practitioners/Therapists

OzChild

OzChild supports vulnerable children and young people by providing healing, preventing abuse and neglect and strengthening families.

For nearly 170 years, OzChild has been committed to ensuring all children and young people are safe, respected and nurtured, and reach their full potential. We work hard every day to provide a better future for the people in our care with the belief that every young person deserves the chance to shine.

OzChild is committed to improving the lives of at-risk children, young people and families in our community by keeping families together where possible through a variety of programs and services aimed at strengthening and repairing relationships.

OzChild employees will endeavour to maintain a service environment (whether it be in the home, on OzChild premises or other locations) where children and young people are physically and psychologically free from exploitation, abuse, illicit drugs and alcohol at all times. All employees have a duty of care in this regard as child safety is critical to OzChild's vision and purpose.

Child Safety

We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

Role Purpose Summary

Evidence based services are internationally recognised as having the highest level of research validating the beneficial outcomes for clients. They are characterised by a clearly articulated theory, comprehensive employee training manuals, model adherence measures and on-going quality assurance systems.

The Team Leader of Functional Family Therapy - Child Welfare (FFT - CW) is a role within OzChild to strengthen the benefit of services to children, young people and their families in specified areas utilising an evidence informed program.

The evidence informed Functional Family Therapy - Child Welfare program provides a family therapy focused model for high risk families. Based on the core principles of the evidence-based model Functional Family Therapy (FFT), FFT-CW has been specifically adapted for families with children and young people (0-17) at risk of significant harm due to physical abuse or neglect and at imminent risk of being placed in out of home care. FFT-CW is designed to provide families with structured training, implementation of problem solving strategies, support to identify community-based resources and the review of outcomes.

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

Position Specific Responsibilities

As Team Leader of Functional Family Therapy - Child Welfare (FFT - CW) you will be accountable for the operational leadership of the Functional Family Therapy - Child Welfare (FFT - CW) program. This will include:

- Working closely with the FFT-CW program developers (FFT LLC) and implementation support providers in the continued implementation and development of services to ensure success and adherence to the accreditation requirements.

- Team leadership and clinical supervision to ensure employees in the FFT- CW program have the resources, skills and support to deliver the services within the fidelity standards provided by the developers and implementation support team.
- Working with the team to identify and work through barriers to engagement and motivation in families who have been referred.
- Ensuring outcome measures and data management systems are maintained to ensure optimum performance of FFT-CW, and a culture of continuous quality improvement within the team.
- Working with the Child and Family Services Manager to report on all outcomes, and overall success of the program and communicate these to relevant internal and external stakeholders. Ensuring all relevant data is submitted by team members on a regular basis for quality assurance purposes.
- Ensure that OzChild is viewed by the Department of Communities and Justice (DCJ) as a quality provider achieving outcomes keeping them informed of all outcomes, receive regular updates and statistical data. Seek and obtain feedback from DCJ about service's performance and collaboratively implement changes where required to improve service delivery.
- Develop good working relationships with Aboriginal lead agencies to ensure cultural safety in our practice and good outcomes for Aboriginal children and young people and their families.
- Proactive stakeholder management with key internal and external stakeholders who are required to be informed of outcomes, compliance to accreditation standards and integration with other internal services. Developing networks and partnership within DCJ, other government bodies and other community welfare agencies.
- For FFT-CW, managing a small clinical caseload to maintain accreditation as an FFT-CW service provider, which will require successful application of all components of FFT-CW treatment model, within relevant timeframes. Provide home-based interventions to families adhering to the FFT-CW model. Be responsible for developing schedule at the convenience of the clients and informing your line supervisor of this schedule.
- Attending all FFT-CW mandatory training modules, including an Externship of several weeks, which may take place in Australia or overseas, that is after demonstrating and developing the required leadership skills, and be endorsed by OzChild to become an accredited FFT-CW Supervisor. Ones accredited as the team's FFT-CW supervisor, meeting all individual supervision requirement of team members, including regular group supervision and individual supervision with an allocated external FFT-CW Consultant.

You will need to provide positive leadership to all employees of the Functional Family Therapy-Child Welfare (FFT-CW) in your team, encourage a team approach, professional attitude of the team, allowing them the autonomy to roll out the programs as per the training they have completed to achieve positive outcomes for clients. This will be managed by:

- Developing a strong team that is built on inclusiveness and respectfulness operating with a high level of professional management in a complex and demanding environment.

- Conducting weekly meeting with supervisors to ensure all employees are receiving the support needed, case practice meets contract expectations and review employees' competency needs. All supervision needs to be clearly and concisely documented.
- Managing all people, risk and quality policy and practice matters as they relate to the FFT-CW program and the standards OzChild works with. Establishing, implement and reviewing quality, OHS and risk management systems for the FFT-CW program.

Key Job Relationships

INTERNAL

- All OzChild employees
- Children and Young People and their families.

EXTERNAL

- DCJ and other Government Bodies
- Other Community Service Organisations including Aboriginal Lead agencies.
- Developers (FFT LLC).
- Peak welfare associations and network
- Other Community/Welfare agencies.
- Peak welfare associations and network.

Qualifications

Essential

- A Masters level social work, psychology or relevant discipline, or a Bachelor in social work, psychology or equivalent with five plus years clinical practice in relevant therapeutic training and skills that is recognised in Australia.
- Willingness to gain accreditation in the Functional Family Therapy - Child Welfare (FFT - CW) model and ensure your practice adheres with the model requirements.

Desirable

- Family systems theory and application.
- Cognitive-behavioural therapy theory and application.

Screening and Licences

- Satisfactory safety screening (Police & Working with Children Checks relevant to where OzChild deliver services).
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

Skills and Experience

- Knowledge and skills in ensuring the health and protection of children and young people, leadership and management experience in this context. Knowledge of the Child Protection and Out-Of-Home Care system, standards and practices.
- In-depth knowledge and understanding of the principles and challenges of supporting vulnerable families.
- An understanding of cultural contexts and the unique needs of Aboriginal children and young people.
- Demonstrated ability in the provision of professional supervision.
- Understanding of the broad range of issues impacting on the community services sector.
- Good communication and organisational skills.
- Effective network development skills.
- Advanced computer skills, including the Microsoft Office suite and email, plus familiarity with web-based information management, communications and accounting systems.

Mandatory Training

All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

Organisational Responsibilities

- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate effective working relationships with key stakeholders and functions of OzChild to enhance outcomes for clients, their families and other people significant to the client.
- Undertake all interactions with others in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Ensure Child Safety standards are understood and adhered to.
- Attend work related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild's Code of Conduct, policies, procedures and other work instructions as updated from time to time.
- Represent OzChild in a positive manner internally and externally including forums, meetings and training.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

People Leader Responsibilities

- Ensure they comply with OzChild's Code of Conduct, policies and procedures;

- Model behaviours and demonstrate commitment to foster an environment and conditions that motivate OzChild People to strive to achieve their full potential and contribute to the achievement of OzChild's strategic objectives;
- Build on the capability and excellence of our workforce through proactive recruitment, advancement and retention strategies;
- Demonstrate fairness, transparency and accountability in decision making;
- Clearly articulate the expectations and ensure understanding by those OzChild People that report to them and their teams;
- Support and implement initiatives to enhance flexibility, inclusiveness and diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
- Educate and support OzChild People to ensure compliance with our code of conduct and commitment to cultural awareness and child safety;
- Through formal and informal engagement, dialogue, process and procedures, constructively and proactively enhance the performance of OzChild People that report to them and their teams;
- Ensure the individual career goals and personal aims of OzChild People are identified, promoted and their achievement supported;
- Provide training and development opportunities to OzChild People that report to them and their teams to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
- Acknowledge and celebrate behaviour and achievement of OzChild People that advances and improves organisational performance and OzChild's reputation;
- Foster the use of technology and new ways of working to enhance collaboration, effectiveness and outcomes;
- Ensure the safety and foster initiatives to enhance well-being; of self and others;
- Develop and maintain effective and constructive communication with OzChild People and other persons;
- Delegate effectively, and coach and mentor OzChild People;
- Treat any reports of or complaints of unfair treatment, discrimination, harassment and/or bullying sensitively and in accordance with OzChild policies and procedures; and
- Ensure they and the OzChild People that report to them and their teams have the necessary procedures, tools, systems and infrastructure to support OzChild People.

Safety and Wellbeing Responsibilities

Comply with the requirements of relevant legislation and related policies and procedures developed by OzChild which is not limited to but does include:

- Implement OzChild's policies and procedures, observing all legislative requirements and monitoring / reviewing safety and wellbeing performance within their area of responsibility;

- Demonstrate commitment to safety and wellbeing through participation in formal and informal monitoring, discussions, workplace inspections and audits, and including safety and wellbeing as an agenda item in program or area of responsibility meetings;
- Participate in the resolution of safety issues within their program or area of responsibility;
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks Investigate all Incidents and/or Hazards within their program or area of responsibility;
- Engage with their Safety and Wellbeing Representative/s within their program or area of responsibility;
- Ensure the physical and psychological health and wellbeing of OzChild People is promoted and supported through programs and initiatives designed to enhance OzChild People wellbeing;
- Embed a culture whereby OzChild People are encouraged to discuss safety and wellbeing issues and concerns in a transparent and open manner;
- Provide such information, instruction, education and supervision for OzChild People that will enable them to perform their work in a safe manner and adopt behaviours that enhance the wellbeing of self and others;
- Initiate actions to improve safety and wellbeing within their program or area of responsibility;
- Participate in safety and wellbeing training and ensure OzChild People in their program or area of responsibility also participate in training obligations as required;
- Report any work related or non-work related injury or illness;
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.

I have read and understood the position description.

Team Member Name:

Team Member Signature:

Date:

[Click here to enter a date.](#)