

## Position Description

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Program or Function name:	<b>Treatment Foster Care Oregon (TFCO-C)</b>
Role Title:	<b>Program Supervisor</b>
Award Classification: (If relevant)	<b>Non-Award</b>
Location:	<b>Campbelltown</b>
Employment Status:	<b>Full time</b>
Reports to:	<b>Director Services NSW</b>

### OzChild

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Founded in 1851, OzChild support vulnerable children and young people by providing healing, preventing abuse and neglect, and strengthening families.

It is our goal to see that all children and young people are safe, respected, and nurtured, and reach their full potential.

### Child Safety

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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

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This program is a specialised foster care model designed for children and young people (7-11 years old) who are at risk of entering into residential care because of serious emotional and/or behavioural difficulties or it can be a way for children to transition from residential care into more appropriate home based care arrangements ie fostercare, kinship care or home with parents.

The TFCO-C target population is children ages 7-11 with a history of complex behavioural problems including aggression, poor school engagement, poor peer relationships, poor coping and social skills, low self-esteem and difficulties with self-regulation.



Treatment Foster Care Oregon for Children (TFCO-C) is an adaptation of an evidence-based treatment program that supports and treats children with significant behavioural challenges. TFCO-C provides a high level of support and intervention to children in a home like setting through the care of an accredited foster carer. The TFCO model includes several components such as: training and support for the foster carer/s, family therapy for the child's parent/aftercare placement; skills training for the child; education support and case management and consultation.

An individualized treatment plan is developed for each child in the program with goals that focus on: improving the child's emotional and behavioural functioning; promoting positive educational outcomes; and building strong family relationships. A child's goals are met through close supervision, fair and consistent limits, predictable consequences, and supportive relationships with mentoring adults.

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

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As Program Supervisor of the Treatment Foster Care Oregon C (TFCO) program you will be:

- Accountable for the operational and clinical oversight and leadership of the program, you will be required to oversee all aspects of each child's placement, including skills coaching, individual and family therapy. You will finalise individual treatment plans for children in the program integrating information from program staff and foster carers, monitor the progress on each plan and amending and reviewing the plans as required.
- Working closely with the program developers and implementation support providers to set up this new service and ensure success and adherence to the accreditation requirements.
- Providing leadership and on-the-job coaching to ensure all staff in the TFCO - C team have the resources, skills and support to deliver the services to model fidelity as specified by the developers and implementation support team.
- Overseeing the recruitment, training of and support services to treatment foster carers and conduct the initial and ongoing evaluation of foster carers.



- Work closely with the Department of Communities & Justice staff to identify clear referrals processes and systems based on knowledge of the cohort best served by this program
- Leading weekly foster carer and treatment team meetings.
- Working with the team to identify and overcome barriers to engagement/motivation in families who are possible aftercare placement options for the children in TFCO - C.
- Provide alongside your team members 24hour on call support and back up to TFCO - C foster carers as required.
- Develop good working relationships with Aboriginal lead agencies to ensure cultural safety in our practice and strong protocols are in place to ensure the model is meeting the needs of Aboriginal children.
- Ensure outcome measurements and data management systems are successfully replicated and utilised to ensure optimum performance of the TFCO - C program. Reporting on all outcomes of the program and communicating these to relevant internal and external stakeholders as required.
- Proactive stakeholder engagement with key internal and external stakeholders who are required to be informed of outcomes, compliance to accreditation standards and integration with other internal services. You will also be required to develop networks and partnerships within Department of Communities & Justice, Disability Services, other government bodies and community welfare agencies.
- Providing strength based, values driven leadership to all employees of the Treatment Foster Care Oregon C (TFCO) team, encouraging a team approach, professional attitude of the team, supporting their development of confidence in the model and overseeing adherence and fidelity within their particular role.
- Conduct Supervision with all team members 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.
- Manage all people, risk and quality policy and practice matters as they relate to the TFCO - C program and the standards OzChild works within. Establish and review quality, OHS and risk management systems for the TFCO - C program.

**Key Job Relationships**

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Internal

- TFCO-C Team
- Children and Young People
- Birth Families
- Foster Carers and Volunteers

External

- Department of Communities and Justice
- Their Futures Matter
- TFCO Purveyors
- Peak Welfare Associations

**Qualifications**

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Essential

- Preferably a Masters qualification in Social Work, Psychology or equivalent recognised in Australia. A degree with significant experience in the sector will also be considered
- Experience within leadership and management roles in Child Protection or the Out of Home Care Sector and an understanding of the complex needs of children in residential care within the State of NSW.



## Screening and Licences

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- OzChild conduct interviews, reference checks and ensure the completion of satisfactory safety screening including National / International Police Check and Working with Children Checks relevant to the State or Territory that employment and undertaking of position occurs.
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

## Skills and Experience

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- Relevant clinical experience working with children under 12 years of age.
- Sound understanding and interest in behavioural work, particularly social learning theory, behaviour modification and child and adolescent mental health
- In-depth knowledge an understanding of the principles and challenges of supporting vulnerable families and children who have experienced abuse and neglect resulting in complex care needs.
- Experience of implementing or delivering an evidenced based model would be desirable.
- Advanced knowledge and experience of assessing and managing risk in a child welfare context. (Essential) • Experience in the developing or starting up of a new program and team desirable.
- 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 stakeholder management skills.
- Able to work flexibly, manage multiple priorities and work under pressure.
- Advanced computer skills, including the Microsoft suite and email, plus familiarity with web-based information management communication and accounting systems.

## Mandatory Training

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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

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- 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 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**

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- 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

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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.](#)

