

## Position Description

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**Pursuant to Section 56(2) of the Equal Opportunity Act, 1984 only people of Aboriginal and Torres Strait Island Descent may apply for this role.**

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| Program or Function name:           | <b>Treatment Foster Care Oregon (TFCO)</b> |
| Role Title:                         | <b>Aboriginal Skills Coach TFCO</b>        |
| Award Classification: (If relevant) | <b>SCHCADS Level 4</b>                     |
| Primary Office Location:            | <b>Adelaide</b>                            |
| Employment Status:                  | <b>Part time</b>                           |
| Reports to:                         | <b>Program Supervisor, TFCO</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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The purpose of the position is to support to the TFCO treatment model by providing weekly coaching to a child or young person focusing on the goals set out in their plan. The Skills Coach positively influences the child or young person to improve their skills and behaviour.

Working with OzChild's Adelaide Team, for the effective delivery of OzChild Services to Aboriginal Children, Young People and their Families /Kin /Carers, the Skills Coach will support delivery of TFCO and provide weekly coaching skills to children/young people in a culturally sensitive and safe manner.

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 Aboriginal Skills Coach TFCO, you will report to a TFCO Program Supervisor and in this position:

- Provide weekly skills coaching to the TFCO child/young person. Skills coaching areas of focus are directly related to the goals of the child/young person's treatment plan and may include strategic modelling, skill practice, and positive reinforcement in sessions. Skills coaches will receive training and ongoing supervision to implement the treatment during sessions.
- Provide activities that are matched to the young person's needs.
- Document each weekly skills coaching session via case notes.
- Participate in supervision with the Program Supervisor and attend weekly treatment team meetings. Follow incident management processes including Immediate reporting of emergencies such as young people missing, accidents, or medial problems as well as problem behaviour to the Program Supervisor.
- Attend weekly clinical team meetings.
- Contribute to the provision of an outcome focused service which provides a high-quality service preventing children entering the OOHC system or enabling them to be reunified home.
- Work alongside internal OzChild teams to enable continual improvement to the design and implementation of our services to further extend OzChild's commitment to improving the lives of children, young people and their families.
- Participate in building a strong team that is built on inclusiveness and respectfulness operating with a high level of professional management in a complex and demanding environment.
- Be accountable to the performance outcomes of the program you are responsible for and ensure they are being met.
- Ensure you are compliant with Quality, WHS and Risk management systems for the program.
- Complete all training as required by the program developers to gain accreditation in the Treatment Foster Care Oregon (TFCO) model and ensure your practice adheres with the model requirements. Participate in all model program training, supervision and consultation activities.

## Key Job Relationships

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### Internal

- TFCO Team

### External

- Children, young people and their families
- DCP and other government bodies
- Non-Government Organisations
- TFC Consultants
- Peak welfare associations and networks

## Qualifications

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### Essential

- Certificate IV in Youth Work or demonstrated understanding of and experience in the human service delivery system, with particular reference to the Child Protection and Out of Home Care system, standards and practice.
- Strong knowledge of, and demonstrated experience in working with young people who have experienced trauma
- Gain accreditation in the Treatment Foster Care Oregon (TFCO) model and ensure your practice adheres with the model requirements (OzChild will support this process).

### Desirable

- Degree qualification in Social Work, Psychology or a relevant discipline that is recognised in Australia.

## 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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- Extensive knowledge of issues impacting on Aboriginal people and communities, in contemporary society and an ability to communicate effectively and sensitively with Aboriginal people.
- Demonstrated ability to work with individuals, families and communities from a strength-based, culturally appropriate perspective.
- Ability to observe a child/young person's behaviour and creatively implement a behaviour management plan.
- Knowledge and familiarity of behaviour management principles and ways of facilitating behaviour change is preferred.
- Demonstrate conceptual understanding of developmentally appropriate behaviour for children/adolescents across various settings (school, community, home).
- Ability to establish a strong relationship with a young person that combines warmth and humour with effective modelling and coaching of prosocial skills.

- Ability to provide skill-building training and practice and a reinforcing approach to assist a child/young person in the acquisition of new skills.
- Ability to work cooperatively with Program Supervisor to implement weekly treatment plan, participate in supervision, attend meetings, complete assigned paperwork.
- Knowledge and skills in ensuring the health and protection of children and young people.
- Knowledge of the Child Protection and out-of-home care system, standards and practices.
- An understanding of cultural contexts and the unique needs of Aboriginal children and young people.
- Understanding of the broad range of issues impacting on the community services sector.
- Good communication and organisational skills.
- Advanced computer skills, including the Microsoft Office suite and email, plus familiarity with web-based information management, communications 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 good working relationships with all services of OzChild, the clients, their families and other people significant to the client.
- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

### **OzChild People Responsibilities**

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- Ensure compliance with OzChild's Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety.
- Demonstrate commitment to 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.

- Participate in and complete all mandatory training and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position.
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes.
- Ensure the safety and well-being of self and other.
- Work together as a team and encourage and support others within their team.
- Speak up and making it clear when behaviour is unacceptable.
- Support those who are affected by breaches of policy or procedure and encouraging them to take action.
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

### **Safety and Wellbeing Responsibilities**

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- Assume accountability for safety and wellbeing for self and others.
- Undertake all duties safely and in accordance with applicable policy, procedures and processes.
- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing.
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives.
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.
- 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.](#)