



# Position Description

## Future Planning Consultant

Wesley Take Charge of Your  
January 2020

### Agreement

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Signed – Manager

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Signed – Employee

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Date

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Date

**Do all the good you can**  
because every life matters



# Future Planning Consultant

## Wesley Take Charge of Your Life

### 1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

### 2 Overview of Wesley Dalmar Out Of Home Care

Wesley Dalmar is an Out of Home Care Service accredited by the Office of the Children’s Guardian and regulated by the OCG Standards. Wesley Dalmar supports children and young people who enter foster care, supporting carers and birth families associated with the child and young person.

Recognising the challenges faced by young people as they leave care, Wesley Dalmar developed the Take Charge of Your Life Program. Take Charge of Your Life is designed to provide support to young people 15-25yrs as they prepare to leave care and transition to independence.

### Overview of role

Working as part of a collaborative team with Case managers and Foster carers, the primary function of the Future Planning consultant is to actively support young people as they prepare to leave statutory out of home care and in the early years of independence. The Future Planning Consultant works closely with young people 15 – 25yrs.



### **3 Relationships**

Reports to: Take Charge of Your Life Team Leader

### **4 Major role responsibilities**

#### **4.1 Our clients**

- Maintain a caseload of young people 15-25yrs
- Undertake Living Skills Assessments for all young people on caseload
- Develop action plans with each young person to and ensure identified goals are met
- Participate in case reviews of young people 15-18yrs with a focus on future planning needs
- Support case managers to develop, monitor and review leaving care plans for each young person over 15yrs in Wesley OOH
- Participate in all leaving care meetings for young people
- To liaise with various agencies to advocate for the young person in Wesley, to ensure appropriate services are supporting young people as required.
- Develop a range of partnerships with external stakeholders relevant to the needs of the young people
- be a strong ambassador for the Wesley Take Charge of Your Life Team.

##### **4.1.1 Performance Measures**

- Living Skills assessment completed
- Action plans completed
- Goals of young people achieved
- Leaving care plans

#### **4.2 Our people (our team)**

- This position is part of the team of including, Case Managers, Clinicians, Education consultants and Foster Carers providing support to young people as they transition to independence.
- maintain regular contact with Case managers to monitor progress of young people working towards future planning goals
- work as part a team to build a team culture of inspiration and passion for Wesley Mission's Take Charge of Your Life program and the young people we support
- promote and ensure adherence to Wesley Mission brand by all members of the team
- ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required



- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- attend all scheduled meetings.

#### **4.2.1 Performance Measures**

- Monthly staff supervision records

### **4.3 Our operations**

- be an advocate of the Wesley Mission brand, ensuring brand compliance and use of correct templates.

#### **4.3.1 Performance Measures**

- Promotion of Wesley Mission and Take Charge of Your Life

## **5 Professional responsibilities**

- as directed, other activities to support the delivery of the Wesley Take Charge of Your Life Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- participate on a quarterly basis in Wesley Mission's Employee contribution and development process
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.



## 6 Selection criteria

To be successful in this position, candidates must possess the following:

### Essential skills/knowledge

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- Degree in Social Science or related discipline
- Minimum 3 yrs experience working with young people in out of home care
- Passion for and experience supporting young people transition to independence
- ability to engage and inspire a passionate team through clear decision making and the provision of a supportive and collaborative management style
- Demonstrated understanding of employment and educational pathways for young people
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem solving skills
- experience in managing internal and external stakeholders to achieve set objectives
- proven organisational skills, ability to multi-task, prioritise workloads and meet deadlines and budgets
- demonstrable skills in conflict resolution and change management
- excellent written and oral skills, public speaking and presentation capabilities
- outstanding interpersonal skills
- proficient computer skills in Microsoft Office.

### Desirable skills/knowledge

- Case management experience
- Sound knowledge of services available to meet a broad range of needs for young people