Position Description

|  |  |
| --- | --- |
| Program or Function name: | **Prevention and Strengthening Families (FPR Lead)** |
| Role Title: | **Practice Leader****Fixed Rate** **To be negotiated, however hybrid arrangements available.** **Full time****Director Prevention and Strengthening Families** |
| Award Classification: |
| Primary Office Location: |
| Employment Status: |
| Reports to:**OzChild** |

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

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 always behave appropriately towards children.

# Role Purpose Summary

OzChild are committed to the delivery of what works for children, young people and families including evidenced based and/or informed models of intervention. The primary function of the Practice Leader is to support the implementation and development of programs and practice. The Practice Leader will take a lead in the support of OzChild’s Family Preservation, Reunification and Response across multiple areas of Victoria, but will also support practice across all OzChild programs as required to ensure practice is inclusive, timely and collaborative and client centered.

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: S**upport 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

|  |  |
| --- | --- |
| **Competencies** | **Activities** |
| **Ability to collaborate with stakeholders to support project delivery** | * Lead and coordinate all project activities, including managing the project plan, timelines, budget, monitoring, and reporting.
* Work with the programs and Local implementation Teams (LIT) to drive and champion implementation activities, maintaining the organisation’s focus on quality implementation.
* Provide or facilitate sourcing the required support for the project plan.
* Participation in all model program development, training, supervision, and consultation activities.
 |
| **Engage stakeholders to develop relationships and build capacity** | * Effectively engage with a wide range of stakeholders providing education and information on the model/s and their implementation.
* Engage programs to support the project management process including:
	+ ensure staff are kept informed about the project plan and progress.
	+ engage leadership to champion the approach and expand project management capability and knowledge.
* Develop relationships with key OzChild contacts and external contacts as necessary to strengthen implementation support.
 |
| **Continuous quality improvement** | * Develop and support the adoption of new processes, systems and practices that support sustainable delivery of the programs.
* Assist programs and stakeholders to develop infrastructure to provide the required quality assurance processes (coaching, training, data processes, etc.)
* Proactively monitor and address program fidelity, treatment integrity and outcome measures.
* Establish continuous quality improvement processes and facilitate data led decision making and drive data collection at all levels.
* Support the use of quantitative and qualitative feedback at each stage of implementation.
* Evaluate, monitor, and report on progress.
* Support programs in understanding and utilize outcome and implementation data to assess quality assurance systems
 |
| **Practice leadership** | * Support practitioners through case consultation and practice leadership as required.
* Coach and mentor staff on their practice, including in the practice elements.
* Provide training to staff as required.
* Contribute to the development of practice
 |

**Key Job Relationships**

|  |  |
| --- | --- |
| Internal* Program staff
* National Support Services
* National Services Leadership Team
* Prevention and Strengthening Families Leadership Team
 | External* Government Bodies
* Provider organisations
* Other Community service organisations
* Developers of EBPs
* Aboriginal organisations, peak bodies, and community stakeholders
* Peak welfare associations and networks
 |

# Qualifications

Essential

* A degree in Psychology, Social Work, Nursing, or related field.

Desirable

* Post graduate certificate or other similar training in Implementation Science or Project Management

# Screening and Licenses

* 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

* Demonstrated experience in project management or Implementation or coordination work with multiple stakeholders in a changing and transforming environment.
* High-level written and verbal skills, and ability to prepare high quality documents (such as, correspondence, reports, and presentations)
* Solid understanding of the principles and challenges of supporting vulnerable families and

knowledge of Child Protection and/or Justice issues in relation to children and young people ‘at risk’.

* Understanding of the broad range of issues impacting on the community services sector.
* Demonstrated experience in delivery of evidence-based practices, such as Functional Family Therapy, Functional Family Therapy Child Welfare, Multi Systemic Therapy, or Treatment Foster Care Oregon is an advantage.
* Knowledge and experience working with Aboriginal organisations, communities, and peak bodies.
* Demonstrated knowledge and experience of working with culturally and linguistically diverse communities.

# 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 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

* 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

* 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.