

About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

People & Culture

Anglicare Victoria (AV) welcomes, supports and celebrates diverse talents, knowledge, perspectives and experiences knowing that this strengthens our workforce and the relationships with the communities we work with. AV invests in and supports our people to grow and develop with us, by offering opportunities to build rewarding long-term careers. The People & Culture team supports every facet of the employee lifecycle including generalist HR support and advice, health safety and wellbeing, talent attraction, payroll, employee service along with initiatives to sustain our culture & capability to support AV being a great place to work. We work to support our people at AV to deliver services that make a difference in the community. We are committed to hearing feedback to continue improving employee and ultimately client outcomes for Better Tomorrows.

Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	People & Culture
Program:	Health, Safety & Wellbeing
Reports To:	P&C Manager or similar
Direct Reports:	Nil
Internal Stakeholders:	Employees, Managers, People & Culture, Executive Leaders
External Stakeholders:	Treating Medical Practitioners, Occupational Rehabilitation Providers, Insurers, Training Providers and other relevant parties
Classification:	Individual Employment Contract

About You (Key Selection Criteria)

Qualifications/Licences

Required:

- Qualification in Occupational Therapy, Rehabilitation Counselling, Health Sciences, Psychology, Workplace Health and Safety or a related discipline.
- Current Victorian Driver's Licence and willingness to travel across metropolitan and regional Victoria.

Knowledge and skills

- Experience working within the Victorian Workers Compensation Scheme.
- Experience within occupational rehabilitation or workplace reintegration services.
- Demonstrated experience supporting employees experiencing long-term injury, illness or reduced work capacity.
- Strong understanding of return to work principles and the health, social and economic benefits of meaningful work.
- Demonstrated ability to engage employees one-on-one to identify suitable duties, transitional opportunities and pathways back to productive work.
- Ability to build collaborative and influential relationships with treating medical practitioners, allied health professionals and other stakeholders to support positive return to work outcomes.
- Strong problem-solving skills and ability to identify creative and non-traditional work options aligned to medical restrictions and individual capabilities.
- Ability to assess employee strengths, transferable skills and work capacities and match these to appropriate duties, projects, learning opportunities or workplace tasks.
- Demonstrated ability to work with managers and operational teams to identify meaningful alternative duties across a large and geographically dispersed organisation.
- Excellent negotiation, coaching and stakeholder management skills.
- High-level written communication skills, including preparation of return-to-work documentation, reports, case summaries and recommendations.
- Ability to analyse barriers to return to work and develop practical intervention strategies.
- High level proficiency in Microsoft Office and Human Resource Information Systems.

Personal Qualities

- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.
- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness, and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Self-Development:** the desire to continually develop, inquire and learn through on-the-job experiences, exposure through participating in events, mentoring and education.

Your Contribution (responsibilities)

The key contributions in the role are outlined below:

Role Specific

- Provide intensive one-on-one support to employees with complex or long-term injuries to identify and implement sustainable pathways back to meaningful work.
- Develop tailored recovery, work transition and return to work plans that align with an employee's medical capacity, skills, interests and organisational opportunities.
- Build and maintain effective relationships with treating medical practitioners, specialists and allied health providers to support informed decisions regarding work capacity and suitable duties.
- Attend medical appointments, case conferences and stakeholder meetings as required to advocate for practical and safe return to work outcomes and address barriers to workforce participation.
- Partner with managers and leaders across the organisation to identify meaningful alternative duties, work trials, projects, training opportunities and redeployment pathways for employees with temporary or permanent restrictions.
- Identify creative and innovative employment solutions that maximise an employee's work participation, build confidence and support progression towards increased paid hours and long-term employment outcomes.
- Monitor employee progress, evaluate barriers impacting recovery and work participation, and implement targeted interventions to improve return to work outcomes.
- Maintain accurate records, case notes, outcome measures and reporting to support organisational oversight of long-term injury recovery and work transition initiatives.

General

- Ensure familiarity and compliance with all governance, policies, and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates, and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops, and conferences, as required.
- Ensure privacy and confidentiality is always upheld.
- Professionally represent AV and our services at forums, meetings, and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and use new ways of working to enhance collaboration, effectiveness, and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

Our Commitment to Health, Safety & Wellbeing

AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQA+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.