



Team Leader

EMPLOYMENT STATUSES

Status	Fulltime	Award	SCHADS
Hours per week	38 Hours per Week	Classification	Grade 6
Length of Term	As per contract	Salary	As per contract
Reports to	Project Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director of Operations	PD Review Date	12 months (14/03/2019)

ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE

The Team Leader will lead a team of five staff within the Mutjang bupuwingarrak mukman Program (a Dja Dja Wurrung name meaning "keeping our kids safe") The position will have oversight of 36 children authorised to BDAC under section 18 of the Children's, Youth and Families Act 2005. The team leader will hold the responsibility to ensure administration of the Children Youth and Families Act as well as adherence to other relevant policies and procedures. This position will at times require after hour's work and will take part in a rostered on-call service.

BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.



<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • Lead and supervise a team of staff working from a strengths approach. • Exercise a wide range of authorities and legal delegations under section 18 of the Children, Youth and Families Act 2005 and other specific delegations and functions including adherence to relevant practice standards. • Establish and maintain effective working relationships, ongoing communication and successful negotiations with all key stakeholders both internal and external. • Monitor and review key performance indicators to ensure effective service delivery with a focus on continual improvement. • Use and coach staff to use a range of IT/web-based applications to manage workflow, approvals and collection of information in accordance with guidelines and privacy principles. • Prepare and oversee the preparation of documentation, present information and make recommendations to the Children's Court of Victoria and other relevant courts and tribunal processes on decisions and actions in the best interests of the child. • Be clear about accountability and responsibility for decisions and involve partners in joint problem solving. • Contribute the body of practice and the development of policies and procedures. • Maintain the operational level of program development and service delivery. • Ensure applications are made to ensure all protection orders are current and updated (if required) prior to expiry date. Protection Orders that are close to expiry must be reported to the Program Manager.
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager; • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities.

COMMITMENT TO SAFETY

<ul style="list-style-type: none"> • All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles; • BDAC is committed to the health and wellbeing of its employees and stakeholders; • BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

<ul style="list-style-type: none"> • Understanding of an Aboriginal Community Controlled Health Organisation (ACCHO) environment and the local Aboriginal Community. • An understanding of and commitment to strength-based practice.



- Highly developed skills and commitment to supervision and performance management.
- Expert knowledge and ability administer, the Children Youth and Families Act 2005 and the Child Wellbeing Act 2005 particularly relating to Aboriginal children and families.
- Demonstrated self-care and resilience to supporting staff working with children and families in crisis and have experienced trauma.
- Proven skills in risk assessment decision making in high pressure and time sensitive circumstances.
- Ability to prepare and oversee the preparation of high-quality documentation for a range of audiences.
- Ability to work after hours and on call (when required)

Mandatory qualifications

- A recognised Social Work degree or a recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) and includes:
 - (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma
 - (b) supervised fieldwork placements (ideally completed within the child and family welfare sector) and at least one unit of study in case management, case work practice or counselling

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Team Leader.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....