

**POSITION DESCRIPTION**

<b>Title:</b>	Coordinator Residential Services
<b>Enterprise Agreement:</b>	Community Sector Multiple Enterprise Agreement (ACT) 2009
<b>Classification:</b>	Community Service Worker Grade 4.
<b>Usual work location:</b>	Nominated Residential Property & Main office at 127 Byng Street, Orange.
<b>Cost Centre:</b>	507
<b>Usual hours of work:</b>	Full-time (76 hours)
<b>Position Objective:</b>	To supervise, support and care for young people in a residential care setting and to aid in their transition to independent living.

## Position Responsibilities:

- To supervise the day to day operations of the residential house
- Provide support to residential staff and formal monthly supervision.
- To maintain a comprehensive roster that supports a therapeutic routine for all clients
- Work with clinical strategies to see the growth and development of the young people they work with.
- Work collaboratively as part of a multidisciplinary Care Team
- Ensure an appropriate standard of supervision care and support is provided to the young people in the house
- Work in a trauma informed environment to assist in the development of age appropriate living skills in the area of meal preparation, diet, domestic and community chores
- Ensure maintenance of daily record keeping and written reports in the house including completion of documentation in TCM, ISOPro and maintaining client files both electronically and in paper.
- Ensure compliance with Workplace Health and Safety legislation including reporting and investigation.
- Develop annual financial budgets for the house, monitor monthly financial expenditure and provide monthly reports to direct supervisor.
- Participate in After Hours On Call duties
- In addition to these responsibilities and duties you are expected to undertake other responsibilities and duties as may from time to time be assigned by Anglicare NSW South, West and ACT

## Key behaviours:

### Client Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

### Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

### Supervision

Directs, motivates and leads a team through personal example while ensuring a productive team environment.

### Leadership

Uses appropriate interpersonal styles and methods to guide individuals or groups towards achieving results.

#### **Key skills:**

- Trauma informed and theoretically based working skills related to the needs of young persons with complex needs
- High verbal and written communication skills
- Strong organizational and time management skills
- Effective team leadership & supervision skills
- Ability to network across services, agencies and the community
- Demonstrated ability to manage all household and staffing financial requirements

#### **Key knowledge areas:**

- An understanding of trauma based behaviours inherent for youth with background of trauma and abuse
- Clear understanding of legislative requirements and NSW Standards in OOHC
- Sound general understanding of administration procedures and practices
- Sound understanding of team leadership, development and supervision

#### **Key experience:**

- Previous experience in working with children and young persons in relevant setting
- Practical experience in supporting and developing a team

#### **Key requirements:**

- Tertiary qualifications such as a degree or diploma in a Community Services/Social Welfare or related field are essential, with three years' experience in the OOHC sector.
- Demonstrated experience in assessment, counselling and case management
- Theoretical knowledge of the needs of children and young people who have entered the care system or are about to enter the care system
- Excellent verbal and written communication skills including interpersonal, report writing, computer literacy, liaison and networking

- Demonstrated ability to support and supervise staff and/or carers and to positively lead and develop a diverse team
- Demonstrated experience in budgeting and financial management
- An understanding of trauma based behaviours of children and young people who have experienced abuse and neglect.
- Current drivers licence

**Desirable:**

- Experience in managing a residential care setting and/or the co-ordination of OOHC services.

<b>Qualifications:</b>	Tertiary qualifications such as a degree or diploma in a Community Services/Social Welfare or related field
<b>Reports to:</b>	Regional Manager – Western NSW
<b>Direct reports:</b>	Youth Support Workers