

Coordinator Residential Services

Title:	Coordinator Residential Services
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement (ACT) 2009
Classification:	Community Service Worker Grade 4.
Usual work location:	Nominated Residential Property & Main office at 1/110 Moore Street, Liverpool NSW 2170
Usual hours of work:	Full-time (76 hours)
Position Objective:	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
Ensure an appropriate standard of supervision, care and support is provided to the young people in residence
- Work with clinical strategies to see the growth and development of the young people they work with.
- 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
- Follow the principals of case management and ensure the day to day support and wellbeing of clients through casework, advocacy and planning.
- 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.
- 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



Required attributes:

Client Focus

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

Leadership

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

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Flexibility

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

Planning and Organising

Establishes a course of action and marshals resources to achieve a specific goal.

Supervision

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



Selection Criteria: Please address each point under **Key Skills and Key Knowledge** and provide your working history for **Key experience**.

Key skills:

- Demonstrated ability to lead a team and meetings
- Demonstrated ability to supervise a team and provide professional development opportunities
- Demonstrated ability to work with children and young people with complex care needs
- High level planning, organisation and scheduling skills
- Experience in managing internal and external conflicts and complaints
- Sound understanding of a financial budget and tracking income and expenditure
- Demonstrated data entry skills and knowledge of Microsoft programs

Key knowledge areas:

- An understanding of trauma-informed care
- Knowledge of Accreditation and adherence to Accreditation standards
- Knowledge of Child and Young Person (Care and Protection) Act 1998

Key experience:

- Minimum 3 year experience working in Out of Home Care

Qualifications:

Minimum qualification of Diploma in Youth Work or Community Services, however a Bachelor degree in the human services is preferable



Reports to: OOHC Residential Specialist

Direct reports: Youth Work Team – Residential Services

Application Checklist:-

- Covering Letter**
- Selection Criteria addressing Key Requirements (Key Skills & Key Knowledge)**
- Resume**
- 2 x Referee's Contact Details**

