



## POSITION DESCRIPTION

<b>Title:</b>	Coordinator, Out Of Home Care (OOHC) – Moruya/Bega
<b>Enterprise Agreement:</b>	Community Sector Multiple Enterprise Agreement 2009
<b>Classification:</b>	Community Service Worker Grade 4
<b>Usual Work Location:</b>	Southern OOHC Office – Bega, with regular travel to Moruya
<b>Cost Centre:</b>	312 OOHC
<b>Usual Hours Of Work:</b>	Fulltime (76 hours per fortnight)
<b>Position Objective:</b>	To be responsible for the day to day coordination and delivery of Out of Home Care services to children and young people and their families and to aid transition into independent living.
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"><li>• Ensure the service is meeting all the legislative requirements and regulations relating to OOHC procedures and guidelines, and pro-actively leading the service through sector development changes.</li><li>• Develop and maintain links with stakeholders, government departments and the community to provide an integrated approach to service delivery.</li><li>• Ensure all staff adhere to agency policy and procedure, WHS practices and principles.</li><li>• Promote a trauma informed environment to monitor physical and emotional wellbeing of young people in care.</li><li>• Provide reflective supervision and support to staff in caring for children and young people with complex care needs.</li><li>• Liaise with Carer Support team to ensure regular support, supervision &amp; training opportunities for carers.</li><li>• Oversee the Non-Placement Support Service (NPSS) with staff support.</li><li>• Develop annual financial budgets for the OOHC and NPSS programs, monitor monthly financial expenditure and provide monthly reports to direct supervisor; assume financial delegation responsibility for programs.</li><li>• Provide Monthly Program Reports to direct supervisor.</li><li>• Participate in shared after-hours Backup On-Call duties.</li><li>• Participate in the implementation of the Sanctuary Model of Trauma Informed Care across Anglicare.</li><li>• 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, NSW West and ACT.</li></ul>

**Key Behaviours:**Leadership

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

Outcome focused

Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goal.

Planning and Organising

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

Flexibility

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

Problem Solving

Identifies and defines problems and feasible solutions through gathering and analysing information.

Decision Making

Makes decisions based on rational and logical assumptions and after considering organisational priorities.

Supervision

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

**Key Skills:**

- High level planning, organisation and scheduling skills.
- Excellent verbal and written communication skills including report writing and presentation skills.
- Effective interpersonal and team skills, including liaison and inter-agency networking.
- Well-developed computer literacy – Microsoft programs, data entry systems.
- Good team building/mentoring/support and supervision skills; provide professional development opportunities.
- Demonstrated ability to lead a team and support a positive team culture.
- Experience in managing internal and external conflicts and complaints.

**Key Knowledge Areas:**

- Trauma informed approaches to address the experiences of children and young people who have experienced trauma and abuse.
- Understanding of the principles of the Child and Young Person (Care and Protection) Act 1998 and Permanency Support Program.
- Knowledge of Accreditation and adherence to Accreditation standards.

**Key Experience:**

- Demonstrated practical and theoretical skills related to the needs of children and young people.
- Practical experience in supporting and developing a team.
- Demonstrated experience in the provision of high-level reports and client-focused plans.
- Experience in working with children, their families and carers involved in the statutory care system would be a distinct advantage.

**Essential:**

- Bachelor Degree in Human Services.
- Knowledge of OOHC, excellent communication skills and a driver's license are also essential.
- Experience working children and young people with high support needs is desirable.
- Demonstrated experience in working with Aboriginal people and/or Aboriginal organisations is essential

**Requirements:**

All applicants will be required to:

- Address the Key Behaviours, Key Skills and Key Knowledge Areas against the Position Responsibilities as outlined in the Position Description.
- Have a Working with Children Check through the Office of the Children's Guardian (NSW).
- Undergo both a National Criminal History Check and a psychometric profiling instrument – Safe Select™ prior to appointment.
- Minimum 3 years experience in working with children, young people, their families and/or carers in a trauma-related field.

**Reports to:**

OOHC Manager, Southern Region

**Direct Reports:**

Case Manager and Youth Worker team – Moruya and Bega