



## ANYINGINYI HEALTH ABORIGINAL CORPORATION POSITION DESCRIPTION AND SELECTION CRITERIA

### PILIYINTINJI-KI STRONGER FAMILIES SECTION

### POSITION: INTENSIVE FAMILY SUPPORT SERVICE (IFSS) - TEAM LEADER

<b>POSITION NO:</b>	<b>PSF-18</b>	<b>REVIEWED:</b> Jan 2019
<b>REPORTS TO:</b>	Piliyintinji-ki Stronger Families Section Manager then General Manager.	
<b>LEVEL:</b>	<b>Admin Level 8.1 – 8.4</b> \$82,528 - \$96,830 per annum. Level based on qualifications and experience.	
<b>CONDITIONS:</b>	1 – 2 year contract. 3 month mandatory Probation Period. 6 weeks pro rata annual leave with 17.5% leave loading. 10 days sick leave per annum, pro rata. 9.5% employer superannuation. ADO's.	
<b>Relocation:</b>	Where applicable, please contact HR Office for further details.	
<b>Accommodation:</b>	Where applicable, please contact HR Office for further details.	
<b>Vehicle:</b>	A vehicle does not come with this position. However, a pool of vehicles are provided within each Section for business purposes only. Use and maintenance of these vehicles will be in accordance with the Anyinginyi Motor Vehicle Policy. You must be in possession of a validated licence at all times.	
<b>Dental:</b>	Free General Dentistry is offered to Anyinginyi employees, any Laboratory work must be paid for by the employee.	
<b>Gymnasium:</b>	Free gym membership is offered to all Anyinginyi employees only.	
<b>Prescriptions:</b>	Free general prescriptions for Anyinginyi employees only.	

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<b>Ochre Card:</b>	It is compulsory to be in possession of an Ochre Card or have the ability to apply for one prior to commencement of employment.
<b>National Police Check:</b>	Where applicable, please contact HR Office for further details.
<b>Hours of Work:</b>	Monday – Friday, excluding public holidays 8.00am – 5.00pm Rostered Day Off (RDO) access 8.24am – 5.00pm – no RDOs access.
	<b>Weekend work may be required on occasions.</b>

## OUTLINE OF POSITION OBJECTIVES AND RESPONSIBILITIES

### Primary Objectives/Outline

To lead the ongoing development, implementation and facilitation of the Intensive Family Support Services (IFSS) program within Piliyintinji-ki Stronger Families Section in order to support families referred from the Department of Children and Families, where children up to the age of 12 have been identified as being at high risk or experiencing neglect, in order to improve the care of the children.

The IFSS program is supported by the Parenting Research Centre (PRC) who were responsible for the design of the practice model, and who continue to provide training, coaching and resources for IFSS practitioners, and ongoing evaluation of the program.

### Key responsibilities

#### Strategic Imperatives

- Ability to demonstrate skill transfer to Aboriginal staff employed in the same work area as the contracted employee.

With limited direction, the IFSS program Team Leader will:

- Lead the ongoing development, coordination and facilitation of positive engagement, interventions and activities in accordance with the IFSS program guidelines and organisational policies and practices.
- Lead sustainable and respectful networks in Aboriginal communities within the Barkly Region, particularly with families participating in the IFSS program.
- Oversee a team of case workers and support workers to deliver the IFSS program to families referred by the Department of Children and Families, providing leadership, comprehensive staff supervision, professional development and team management including:
  - allocation of new referrals;
  - fortnightly case reviews;
  - ongoing training and support;
  - conducting field visits with team members; and
  - case planning, risk assessments, and other day-to-day case management.
- Liaise with the Department of Children and Families around referrals, current cases, provision of reports and other necessary documentation and mandated processes as required.
- Work proactively with the PRC to continue to identify and develop responsive service delivery mechanisms that are child centered, based on Aboriginal child rearing practices, and responsive to Aboriginal families of the Barkly Region.
- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in its Strategic Plan.

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- Identify and manage risk or potential risk to clients in order to reduce immediate concerns.
- Undertake administrative duties as directed in accordance with program and organisational expectations including senior level report writing and the timely management of electronic client data records and registers to ensure compliance against funding obligations.
- Foster a professional and culturally safe work environment through supportive management of the IFSS program team and effective management of the IFSS program portfolio.
- Promote and support an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
- Be involved in high level engagement and collaboration with key stakeholders including community, government and not-for-profit agencies, representing and advocating for Anyinginyi and the IFSS program at all times.
- Work within limits of confidentiality and privacy appropriate to the IFSS program.
- Participate in staff training and development, organisation-wide, site based team meetings, collaborative planning activities and other meetings or activities relevant to this position.
- Contribute to the continuous improvement of systems and processes, including work health and safety, to ensure programs and services meet professional and industry standards.
- Travel to remote communities.
- Undertake other duties as required.

## Decision making

The IFSS Team Leader reports directly to the Section Manager, Piliyintinji-ki Stronger Families, and will consult with the Section Manager in undertaking responsibilities, making recommendation to achieve the aim of the IFSS program as well as achieving the goals of the organisation.

## SELECTION CRITERIA

### Essential

To be successful in this role, applicants need to evidence the following essential capabilities and competencies:

1. Tertiary level qualifications in Social Work, Community Services, Psychology, Education or related fields to sufficiently perform the key responsibilities of IFSS Team Leader.
2. Demonstrated experience working in Aboriginal community health or welfare services and ability to support the delivery of culturally responsive programs and services with an understanding of the importance of traditional cultures, values and protocols, including Aboriginal child rearing practices.
3. Highly developed interpersonal skills and ability to develop and maintain effective networks and relationships, in particular with Aboriginal communities.
4. Evidenced high-level communication skills (both oral and written) necessary to work and inform a multi-disciplinary team and in cross-agency and cross-cultural environments.
5. Demonstrated ability to provide leadership and to manage a team effectively.
6. Demonstrated case management skills related to family and child work, and knowledge of relevant legislation.
7. Demonstrated experience in project and resource management, planning, coordination and implementation to meet agreed budgets, timelines and objectives.
8. Evidenced ability to work independently with accountability and persistence.
9. Well-developed skills and knowledge of Microsoft Office applications including the ability to use client information management systems to support data collection and analysis, report writing and budget activities.
10. Current NT drivers licence.
11. Be in possession of or have the ability to obtain an Ochre Card (Working with Children).

### Desirable

1. Experience and knowledge of the Tennant Creek and Barkly Region.
2. Ability to speak a local language.

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***CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed***