

**Position Title:** Program Manager – Restoring Childhood

**Team:** Family & Domestic Violence Service

**Region:** Northern

**Supervisors:** Senior Manager - Family & Domestic Violence Service

**Delegations and Authorities:**  
In Line with Delegations Policy

**Band:** D

**Date Completed:** 16th May 2017

## ORGANISATIONAL INFORMATION

### OUR VISION AND FOCUS

**All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.**

Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.

To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.

We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.

### OUR VALUES

**Berry Street expects all staff to apply these Values in all aspects of their work.**

**Courage:** To be the best we can be and to never give up

**Integrity:** Expect a personal and organisation commitment to honesty

**Respect:** Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations

**Accountability:** Be responsible for our own actions

**Working Together:** Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.

### ROLE CONTEXT

The Restoring Childhood Model (RCM) has been funded by the Victorian Government as one off 12 month demonstration projects in 2017/18 providing therapeutic services to children and young people impacted by family violence

The RCM is grounded in evidence informed practice and Berry Streets' experience in working with vulnerable children (0-17years) and their families who have experienced trauma, including family violence. In particular, the Take Two Program, a Child Mental Health Service that provides therapeutic services to traumatised children in the child protection system and Turtle, providing therapeutic services to young children and their mothers within our Northern Family and Domestic Violence Service.

The Restoring Childhood Model is a child focussed trauma informed service designed to intervene early to redress the traumatic impacts of family violence on children and young people (0-17 years).

The RCM is comprised of the following components:

- Specialist Intake and Triage - face to face parent consultation focussed on the needs of their children,
- Supported referrals and secondary consultations
- Brief Relational Intervention and Screening (3-4 weeks) – 3 parent/child therapeutic sessions, supported referrals and secondary consultations
- Medium term counselling (up to 6 months) – the delivery of evidence based therapeutic interventions for children and young people, specifically designed to minimise the symptoms of Post-Traumatic Stress.

### PRIMARY OBJECTIVES OF THE ROLE

- Ensure that the Restoring Childhood Model is implemented and managed efficiently and effectively.
- Provide high quality supervision to the Restoring Childhood team, ensuring consistency with the Restoring Childhood Model.
- Establish and maintain productive working relationships with key internal and external stakeholders.

### REPORTING RELATIONSHIPS

This role is based at our Eaglemont office.

This role reports to the Senior Manager of the Northern Family Violence Service for management and program administration issues and to the Internal Clinical Consultant for clinical supervision. This role is expected to work collaboratively with the Central Highland Restoring Childhood team and the broader family violence team.

This is a fixed term position until 30 June 2018.

### KEY SELECTION CRITERIA

- Demonstrated expertise in the area of developmental trauma and the impact of family violence and trauma upon infants, children and parenting, and child-parent relationships.
- Demonstrated experience in delivering clinical and line management supervision to clinical staff supporting infants, children and families.
- Demonstrated experience in successfully implementing and managing projects.
- A strong understanding of the complexity of the family violence and child protection and family violence service systems and the issues involved in providing services to clients.
- Demonstrated commitment to working collaboratively and the capacity to negotiate and liaise with other agencies and the community, including CSOs, statutory and justice services.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds.
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

### QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Social Work, Psychology, Welfare or related discipline.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

### DESIRABLE

- Post Graduate training is preferred (child psychotherapy, infant-parent therapy, family therapy etc.) and trainee or clinical membership of relevant professional association
- An understanding of the Child and Family Services sector and an understanding of the Children, Youth and Families Act 2006 and Family Violence Protection Act 2008
- An understanding of the issues involved in working with families with diverse needs - i.e. CALD or disability (physical, sensory, intellectual or psychiatric)

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Oversee the daily operations of the Restoring Childhood Team including the triage, assessment and treatment of families.</li> <li>• Ensure that data is collected in accordance with model requirements.</li> <li>• Ensure that the Restoring Childhood Team are meeting targets.</li> <li>• Provide secondary consultation concerning the infant, child and parent mental health and family violence risk management needs of clients.</li> <li>• Keep abreast of relevant theoretical, legislative and policy development.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative working relationships with both internal and external key stakeholders.</li> <li>• Lead team meetings and other meetings as appropriate.</li> <li>• Report on implementation and operation of the Restoring Childhood team monthly and when requested. .</li> <li>• Ensure all data requirements and client documentation are completed within the required time frames and of a high quality.</li> <li>• Establish a positive Team culture that enhances the well-being, and positive working relationships between clinicians.</li> <li>• Work within a matrix management structure</li> <li>• Ensure that the Northern and Central Highlands Restoring Childhood Teams are delivering services in a consistent manner.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• Provide supervision to clinicians in accordance with Berry Street's supervision policy.</li> <li>• Coach and mentor staff within the team.</li> <li>• Participate in regular supervision.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Self-manage risk and safety in clinical practice and work environments.</li> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> <li>• Other duties as directed.</li> </ul>

## CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. This is a fixed term position until 30 June 2018.
3. You will initially be employed at our Northern office in Eaglemont. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
5. The base salary for this position is \$86,546.43 (pro-rata) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
6. This position comes with full private use of a vehicle.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
9. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
10. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
11. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
12. Berry Street has a smoke-free workplace policy

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Could be daily
	Work in buildings which may be two-storey.	Could be daily
	Sit at a computer or in meetings for extended periods.	Daily
	Present at court and other jurisdictions.	Occasionally
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regularly