

## JOB DESCRIPTION

<b>Job Title</b>	Therapeutic Specialist
<b>Department</b>	Therapy
<b>Responsible to</b>	State Director
<b>Responsible for (if applicable)</b>	NA

### **Overall Purpose and Aim of Role:**

As part of an integrated team comprising Carers, Social Workers, and Support Workers, facilitate and enable a therapeutic environment for children and young people placed with Key Assets. The Therapeutic Specialist will provide clinical services to carers, children and young people as well as supporting, consulting and training Social Workers, Carers and Support Workers to ensure high quality practice implementation and delivery of the Enhanced Home Based Care (EHBC) program in the West Division.

### **CORE TASKS**

- To take a lead role in the development of therapeutic plans and their implementation for children and young people with significant therapeutic needs, through the Enhanced Home Based Care Program.
- Work in conjunction with Carers, Social Workers, Support Workers and external agencies to support the aims and objectives of agreed therapeutic interventions.
- Recommend and implement plans with carers that address the assessed needs of children and young people, including children and young people with disability or special needs, recognising that carers are the primary agents of change.
- Provide individual, family and systemic therapy to children and foster carers as required and in accordance with an agreed plan, across all Key Assets programs.
- Willingness and ability to provide therapeutic intervention and support to parents and natural family as required.
- Participate in operational team meetings and contribute to multi-disciplinary case discussion and reflection.
- Liaise with other therapists who are or have been involved in supporting children in Key Assets care to ensure that their needs are clearly understood and appropriately addressed by all parties.
- Provide consultation with regard to the assessment of foster carers and participate in the assessment process as required.
- Take responsibility for case management or case work tasks as required.
- Participate in therapeutic support groups for foster carers including support for new carers addressing the challenges they face as required

- Support carers in preparing children and young people for leaving their care; and for leaving care and moving to independent or semi-independent living when requested,
- Work with carers and Social Workers in the preparation for placement of children and young people with additional needs as required.
- Contribute to training of carers and staff as required.
- Maintain comprehensive records using the organisations data recording systems.
- To ensure that children/young people's opinions and those of significant others are sought over all issues which are likely to affect their daily life and their future and are aware of how to raise any concerns or complaints.
- To ensure compliance with Child Protection, Out of Home Care and Key Assets policy and procedures.
- Administrative tasks including the maintenance of comprehensive records and the completion and submission of therapeutic progress and other reports as required.
- Continuous review of work to incorporate feedback from team colleagues/carers/young people.
- Receive management supervision from Team Manager.
- Comply with clinical supervision arrangements in accordance with Policy and Procedures.
- Attend to and, where necessary, undertake further post qualification training.

#### **CORE TASKS – PROGRAM LEAD**

- Demonstrate clinical leadership for the EHBC program and work in close liaison with the State Director maintaining high standards and positive team culture in line with the organisation's values.
- In conjunction with the State Director oversee the implementation and ongoing delivery of the EHBC program from a clinical perspective and liaise closely with DHHS.
- To work in conjunction with the carer recruitment team to ensure high quality carer approvals and carer retention.
- To be responsible for ongoing quality improvement and monitoring processes ensuring compliance with all program and contractual reporting requirements.

**The role may involve frequent travel across Melbourne and around Victoria and may include stays away from home.**

#### **Additional Duties**

- To sit on the Key Assets Foster Care Accreditation Panel as required.
- The post holder will be expected to demonstrate the Key Assets' values
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

**It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.**

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION**  
**Therapeutic Specialist Program Lead**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b>Education/ Qualifications</b>						
<ul style="list-style-type: none"> <li>A recognised relevant qualification in counselling, systemic psychotherapy, family therapy, clinical Social Work or Clinical Psychology or a core qualification with significant experience and training in trauma informed and positive behaviour planning approaches.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Be registered or eligible for registration with recognised professional body.</li> </ul>	Essential					
<b>Experience/ Training</b>						
<ul style="list-style-type: none"> <li>Clinical experience working with children and young people in care both short and longer term and/or foster carers.</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience working systemically and with complex kinship and professional networks</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience facilitating groups</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Demonstration of effective collaboration with professionals in health, disability, education and children and families services</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Experience of completing broad-based assessments, drawing upon contemporary theory and research, and making appropriate written recommendations supported with evidence</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Excellent report writing skills</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Experience working in a multi-disciplinary setting</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>An understanding of IT</li> </ul>	Essential		✓	✓		
<b>Knowledge</b>						
<ul style="list-style-type: none"> <li>A sound knowledge of the impact of trauma and of attachment theory</li> </ul>						
<ul style="list-style-type: none"> <li>A sound knowledge of Child Protection Procedures.</li> </ul>						
<ul style="list-style-type: none"> <li>Good verbal and written communication skills</li> </ul>						
<ul style="list-style-type: none"> <li>Evidence of taking responsibility for continuing professional development.</li> </ul>						

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse staff group at all levels, recognising potential language barriers and cultural differences</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work with senior management to promote the Learning and Development agenda in accordance with local legislation and company best practice</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>To be able to evidence an understanding of the use of IT and electronic communications including Microsoft Office Applications; Word, Excel, Access, Visio and email</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to think quickly and act appropriately to business need</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work respectfully in partnership with internal and external departments, agents/consultants and training providers</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to work on own initiative and work as part of a wider international support team</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Demonstrate initiative and creativity and work to quality standards</li> </ul>						
<ul style="list-style-type: none"> <li>Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures</li> </ul>	Essential	✓		✓		
<ul style="list-style-type: none"> <li>Reliability, flexibility and dependability</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to create a positive working environment where people have the opportunity to reach their potential</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Ability to work under pressure and handle changing priorities</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to work with others in remote locations</li> </ul>	Essential		✓	✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities and OH&amp;S in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding best practice and the Safeguarding of children</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to providing a professional and quality service</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Ability and willingness to travel extensively, including occasional nights away may be required within VIC and travel Interstate.</li> </ul>	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> <li>Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Must possess a full current driving license relevant to the state this role is based (**a Company car will be provided for this role)</li> </ul>	Essential	✓	✓			✓
<ul style="list-style-type: none"> <li>To be confident dealing with people in sometimes stressful/difficult situations or remotely</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Willingness to undertake relevant statutory and personal reference checks</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Be prepared to seek advice where necessary</li> </ul>	Essential			✓		

***Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.***

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	