

JOB DESCRIPTION

Job Title	Therapeutic Specialist - Program Lead
Department	Therapy
Responsible to	Operations Manager/State Director
Responsible for (if applicable)	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 Program Lead will provide line management, supervision, support and training to Social Workers, Carers and

CORE TASKS

- Lead Team Parenting practice including convening and chairing Team Parenting meetings; and developing Team Parenting practice within Key Assets.
- Review DHHS client referrals and complete placement matching processes and develop therapeutic behaviour management plans in consultation with the Operations Manager.
- Work with Carers and Social Workers in the preparation for placement of children and young people.
- Work in conjunction with Carers, Social Workers, Support Workers and external agencies to support the aims and objectives of agreed interventions.
- Provide formal and informal consultation to Social Workers, Support Workers and other staff in implementing therapeutic care for children and young people in placement.
- Recommend and implement plans with Carers that address the assessed needs of children and young people, including children and young people with disability, recognising that carers are the primary agents of change.
- Coordinate operational team meetings and lead multi-disciplinary case discussion and reflection.
- Represent Key Assets in carer, stakeholder and department meetings, ensuring visions and values of the organisation are demonstrated at all times.
- Provide consultation with regard to the assessment of foster carers.

- Facilitate therapeutic clinics for foster carers including a group for new carers addressing the challenges they face.
- Support carers in preparing children and young people for leaving their care; and for leaving care and moving to independent or semi-independent living.
- Contribute to training of Carers and staff. Convene and facilitate Carers workshops.
- Provide individual therapy to Carers as required.
- Maintain comprehensive records using the organisations data recording systems, tools as well as ensuring compliance with CRIS/SP use.
- 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 procedures, DHHS program requirements for out of home care and accreditation standards. Following all DHHS guidelines on mandatory reporting.

CORE TASKS – PROGRAM LEAD

- Show clear leadership for the EHBC program and work in close liaison with the Operations Manager/State Director maintaining high standards and positive team culture in line with the organisation's values.
- In conjunction with the Operations Manager/ State Director overseeing the implementation and ongoing delivery of the EHBC program and liaise closely with DHHS.
- Take responsibility for line management and supervision of social work and support work staff within the program.
- 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.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	

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**

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
<ul style="list-style-type: none"> 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. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Be registered or eligible for registration with recognised professional body. 	Essential					
Experience/ Training						
<ul style="list-style-type: none"> Experience working with children and young people in care both short and longer term and/or foster carers. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Experience working systemically and with complex kinship and professional networks 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Experience facilitating groups 	Essential		✓	✓		
<ul style="list-style-type: none"> Demonstration of effective collaboration with professionals in health, disability, education and children and families services 	Essential		✓	✓		
<ul style="list-style-type: none"> Experience of completing broad-based assessments, drawing upon contemporary theory and research, and making appropriate written recommendations supported with evidence 	Essential		✓	✓		
<ul style="list-style-type: none"> Excellent report writing skills 	Essential		✓	✓		
<ul style="list-style-type: none"> Experience working in a multi-disciplinary setting 	Essential		✓	✓		
<ul style="list-style-type: none"> An understanding of IT 	Essential		✓	✓		
Knowledge						
<ul style="list-style-type: none"> A sound knowledge of the impact of trauma and of attachment theory 						
<ul style="list-style-type: none"> A sound knowledge of Child Protection Procedures. 						
<ul style="list-style-type: none"> Good verbal and written communication skills 						
<ul style="list-style-type: none"> Evidence of taking responsibility for continuing professional development. 						
Personal Qualities						
<ul style="list-style-type: none"> 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 	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"> Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a fast paced environment 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work with senior management to promote the Learning and Development agenda in accordance with local legislation and company best practice 	Essential		✓	✓		
<ul style="list-style-type: none"> 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 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Keen eye for detail and ability to work with a number of different terms, conditions and processes simultaneously 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Ability to think quickly and act appropriately to business need 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work respectfully in partnership with internal and external departments, agents/consultants and training providers 	Essential			✓		
<ul style="list-style-type: none"> Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant 	Essential			✓		
<ul style="list-style-type: none"> Ability to work on own initiative and work as part of a wider international support team 	Essential		✓	✓		
<ul style="list-style-type: none"> Demonstrate initiative and creativity and work to quality standards 						
<ul style="list-style-type: none"> Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures 	Essential	✓		✓		
<ul style="list-style-type: none"> Reliability, flexibility and dependability 	Essential			✓		
<ul style="list-style-type: none"> Ability to create a positive working environment where people have the opportunity to reach their potential 	Essential			✓		
<ul style="list-style-type: none"> Ability to maintain confidentiality 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Ability to work under pressure and handle changing priorities 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work with others in remote locations 	Essential		✓	✓		
Miscellaneous						
<ul style="list-style-type: none"> A commitment to Equal Opportunities and OH&S in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> 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 	Essential		✓	✓		
<ul style="list-style-type: none"> 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 	Essential		✓	✓		
<ul style="list-style-type: none"> A commitment to providing a professional and quality service 	Essential			✓		
<ul style="list-style-type: none"> Ability and willingness to travel extensively, including occasional nights away may be required within VIC and travel Interstate. 	Essential			✓		
<ul style="list-style-type: none"> Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones 	Essential			✓		
<ul style="list-style-type: none"> Must possess a full current driving license relevant to the state this role is based (**a Company car will be provided for this role) 	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"> To be confident dealing with people in sometimes stressful/difficult situations or remotely 	Essential			✓		
<ul style="list-style-type: none"> Willingness to undertake relevant statutory and personal reference checks 	Essential			✓		
<ul style="list-style-type: none"> Be prepared to seek advice where necessary 	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.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	