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| **POSITION DESCRIPTION** | |
| **Position Title:** | Coordinator, Residential Youth Care |
| **Service/Facility/Department:** | Children & Families |
| **Direct Reports:** | Youth Workers, Case Workers, Volunteers, and other specialist staff employed within the program |
| **Key Relationships:** | **Internal**: Service Manager, Coordinators, Residential Youth Care Workers, other Children & Families team members, Anglicare central support teams |
| **External**: Children and young people in care, department of Child Safety, Children & Families Intensive Foster Care Program staff, schools |

**Position Statement / Overall Purpose**

The overall purpose of the Coordinator, Residential Youth Careis to work with the Residential Youth Workers to oversee the provision of the therapeutic care for children and young people who are on Child Protection Orders and for various reasons are not able to live with their own family.

The Coordinator, Residential Youth Care will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current Blue Card
* Current Licensed Care Service (LCS)
* Current Queensland Driver Licence
* Qualification in Behavioural or Social Science or residential care related, and significant relevant experience.

**Key Selection Criteria**

1. Manage and provide appropriate team leadership and supervision, including planning and implementing team activities
2. Excellent verbal and written communication skills
3. An understanding of the needs of children in care - including child development and behaviour, family dynamics and the effect of grief and loss on a child
4. Experience within a social services environment (desired)
5. Accreditation in Therapeutic Crisis Intervention (TC, Cornwall University) (desired).

**Key Accountabilities and Responsibilities**

1. **Accountability: Establish and promote an effective, supportive, caring and accountable team**

**Responsibilities:**

* Ensure effective communication between team members, particularly during shift change-overs
* Provide regular supervision for the Residential Youth Workers, and liaise regularly with the other Coordinators including on-call requirements
* Report regularly to the Service Manager on all aspects of the program.
* Assist with and duties required in the event of staffing shortages

1. **Accountability: Ensure the organisation of the residential team is maintained**

**Responsibilities:**

* Responsibility for the day-to-day organisation of the team including: staffing rosters, appointments and meetings
* Lead the team in planning, implementing and evaluating strategies in relation to the young people’s needs and behaviours
* Ensure that therapeutic Individual Child Plans (ICP’s) are current
* Assist team members in completing reporting as required
* Monitor spending as allocated in budget, follow procedures with reporting and funds requests

1. **Accountability: Contribute to the assessment of each child’s behaviours and needs**

**Responsibilities:**

* Ensure all documentation is accurate, relevant and completed or submitted within the expected timeframes.
* Manage the distribution and fulfillment of portfolios
* Coordinate review or case plan meetings with the Department of Child Safety and other service providers and communicate regularly, as required
* Attend professional training and engage in regular professional supervision.
* Contribute to the individual assessment of each child, oversee the implementation of goal setting and role model best practice to the team

1. **Accountability: Establish and maintain an emotionally and physically protecting, healthy and stable environment**

**Responsibilities:**

* Ensure children and young people within the program are safe and well cared for and that legislative standards and requirements are met
* Encourage self-awareness of how personal values impact the children being cared for and ensure staff are promoting pro-social behaviour and employing strategies, responses and techniques that are respectful
* Ensure appropriate dress standards and social standards are upheld within the team
  + Display respect and courtesy towards the child’s family at all times and encourage children to maintain relationships as suitable

1. **Accountability: Support a positive transition to the next living situation**

**Responsibilities:**

* Provide and support staff to teach the children and young people resilience and living skills appropriate to their age and ability
* Support the child or young person in the transition to and from Children & Families residential programs, ensuring their emotional needs are met throughout the process
* Maintain team consistency for the children with routines associated with school, communal living etc.

1. **Accountability: Ensure domestic, financial and transport responsibilities for the residence are fulfilled**

**Responsibilities:**

* Ensure domestic duties are kept to a high standard, assist staff when necessary and encourage children to participate
* Adhere to the Anglicare Children & Families petty cash procedure and maintain accountability
* Oversee the cleanliness of vehicles and report any maintenance completed or required
* Provide transport to the children or young people in a safe manner

**Other Duties and Requirements**

* Be willing and able to undertake shift work and/or work on weekends and public holidays where required.
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.