

Team Leader, Fred's Place

Position Description

Directorate:	Vinnies Services
Reports to:	Manager North Coast – Housing and Homelessness
Direct reports:	Case Worker/s, Support Workers
Location:	Tweed Heads
Primary position objective:	Provide day-to-day leadership in all operational aspects of engagement hub; and for a team of three or more Case Workers / Support Workers to improve the quality and consistency of the services provided to clients, and ultimately improve the likelihood successfully and sustainably house clients.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Vinnies Services directorate. The Vinnies Services directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives. The teams within the directorate and their functions are:

Homelessness and Housing: this team is responsible for state-wide management of excellent homelessness and housing services.

Community Inclusion: this team is responsible for state-wide management of excellent community inclusion services, including disability services.

Health: this team is responsible for state-wide management of excellent health services.

Clinical governance: this role is responsible for driving accountability for state-wide provision of high quality and safe services to the people we serve.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Service innovation and business development: this team is responsible for service innovation and business development.

Accountabilities and responsibilities

The Team Leader, Fred's Place will:

- Ensure the successful implementation of the Strategic Plan within their team.
- Provide supervision, guidance and leadership to staff, volunteers and students working across a broad spectrum of clients in community-based support.
- Foster a service culture characterised by partnership and collaboration both within the team and across the Service and other stakeholders and clients.
- Be involved in continuous quality improvement activities e.g. accreditation, review of policies and procedures.
- Understand budget parameters and where able, present possible strategies for improvement.
- Provide written reports and statistics on activities as requested by the Manager North Coast Housing and Homelessness Services.
- Maintain and update information on client databases.
- Foster case management that is client focused, socially inclusive, non-judgemental and empowering underpinned by best practice principles.
- Use information gained during service delivery and other relevant material to assist in identifying themes, risks and opportunities for service improvements.
- Support and assist clients in a way that promotes independence, empowerment and prevents a return to homelessness.
- Foster a multidisciplinary and integrated approach to case planning clients, this includes working with other staff as well as staff from other agencies and services involved in a client's care and support.
- Maintain confidentiality according to the service's policy and procedure.
- Assist Case Workers by undertaking direct client work when required
- Provide client referrals to a range of appropriate services.
- Provide informal counselling and emotional support to clients.
- Appropriately respond to clients in crisis and mitigate impacts
- Advocate for clients where necessary, including government departments, courts and other service providers.
- Maintain a broad understanding of state and federal government policies, that have a direct impact on the delivery of services to homeless/addicted people and, as directed, assist the Area Manager in responses to any government reviews or changes.
- Analyse and respond to current service strengths and opportunities
- Attend and actively participate in Staff Meetings.
- Provide fortnightly reports to the Director, Homelessness and Housing and Manager, North Coast Homelessness and Housing Services and attend regular supervision.
- Keep up to date with current and leading best practice research in order to provide or facilitate innovative and effective case working practices, implement programs and activities
- Participate in training workshops.
- Adhere to all Society's WHS safety policies and procedures and meet WHS legal obligations.
- Work in a collaborative manner with the staff team.
- Participate in the annual appraisal process.
- Working within the Society's Vinnies Services Code of Practice and Code of Conduct.

- Ensure a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Effective engagement of members in service.
- Ensure services are compliant with all relevant regulatory and quality standards.
- Ensure critical and other incidents in services are minimised.

Key working relationships

In addition to the Manager, North Coast Homelessness and Housing Services and their direct reports, the Team Leader, Fred's Place will foster close working relationships with:

- Social and Affordable Housing Fund (SAHF) Officers (Vinnies Services);
- Quality Officer, Housing and Homelessness (Strategy and Governance).
- North Coast Engagement Hubs

Essential criteria

Critical capabilities

There are nine capabilities expected of all people in all roles at all levels across the Society. The level of capability required for this role is outlined below:

- **People we Serve Centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification/s in Social Work/Social Science/Community Welfare or other

relevant field or equivalent work experience.

- Demonstrated experience in leading a team and coordinating site management
- Demonstrated experience knowledge of issues relating to homelessness including but not limited to family breakdown, mental illness and substance misuse.
- Sound knowledge of the housing and community services sector
- Ability to use sound judgement and act appropriately in crisis situations
- Understanding of administrative, accountability and data management processes.
- Demonstrated ability to establish collaborative relationships that enhance client outcomes
- An ability and commitment to maintain an ethical, non-judgmental, attitude towards clients and staff.
- Sound knowledge of WH&S legislation as it relates to the workplace.
- Knowledge of child protection issues, legislation and requirements.
- Proficiency with computers and industry-related software is required.
- NSW driver licence and ability to travel.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- Experience accreditation processes
- Experience in policy implementation