



ROK TEAM LEADER

1. MISSION

The mission of the Reach Out for Kids Foundation (ROK) is to enhance the quality of life for children, young people, and families by providing strength based and rights based support in the form of expert advice, information, counselling, and groups that enhance the well being of children and family functioning. ROK has a person centered approach which includes the UN Convention for the Rights of the Child, the Victorian Charter of Human Rights and Responsibilities; and the Dept. of Human Services Best Interest Principles.

Currently, ROK provides family counselling services, youth programs and financial counselling. Within these services, workers also provide group support to children, young people, and parents. Recently, ROK began to deliver the children's social support group programs to a number of primary schools in the local community. The team also delivers training and development programs/ workshops to other professionals occasionally.

2. ROLE OUTLINE

The Team Leader reports to the Chief Executive Officer.

The Team Leader will preferably have training and experience in Family Therapy, and core qualifications in an appropriate social science area, e.g., psychology or social work. Membership of the Victorian Association of Family Therapists is preferred.

Management experience and experience in supervising staff are highly recommended. Leadership and great communication skills are essential for this role.

The role will include the provision of short to medium term family counselling to eligible families and will also include leading ROK's Family, Youth and Financial Counselling Services team. This means that the applicant will have proficiency in client assessment and intake and will understand accountability requirements.

The person will also have leadership and supervisory skills as s/he would be required to provide regular supervision to staff, occasional debriefing, and implement structural changes to meet accountability requirements and standards for professional practice.

3. DUTIES

3.1 Management and Operational Duties

- Provide day to day tasks including supervision of staff, debriefing if required, and where appropriate, ensure the provision of external clinical supervision.
- Ensure that the ROK team is receiving regular support, professional development and appraisal to maintain skills and assure quality of service.
- Ensure that accountability requirements are maintained to the highest of standards.
- Coordinate weekly intake meetings and implement consistent intake procedures.
- Develop and implement structures and protocols for accountability.
- Together with the CEO implement changes and ensure that standards are being met according to the Children, Youth, and Families Act 2005.
- Monthly reports to the CEO in preparation for the Committee of Management meetings, Annual Report and occasional reports to government departments.
- Coordinate and oversee recruitment of appropriate students and/or volunteers.
- Coordinate development of agency Policy & Procedures with CEO.

3.2 Family Counselling

- Accepts referrals as appropriate and respond to these in a timely fashion.
- Provide information and referral to clients who require the services of specialist agencies or alternative support structures.
- Negotiate with clients an appropriate contact for counselling provision, and competently fulfill this service contract utilising high level family therapy skills.
- Maintain casework records, gather statistics, participate in case discussions and reviews, and otherwise participate in administrative and service support systems in the agency.

- Coordinate, facilitate, and ensure smooth delivery of quarterly children's social support groups.
- Participate in other activities to provide information and support to families, as negotiated from time to time (e.g., training and development, information evenings for parents, participation in open days, strategic planning days, and community information activities);
- Coordinate and facilitate the Whitehorse Counselling Service Alliance meetings with Family Services Team.

3.4 Program and Professional Development

- Participate as a member of the ROK team, in planning, program review, supervision and professional development.
- Participate as a member of the ROK team in staff meetings and other agency activities.
- Assist the team in the write up and submission of grants to potential funding bodies.
- Undertake other duties as determined in consultation with the CEO and the Committee of Management.

4. KEY SELECTION CRITERIA

- Willingness to work in accordance with ROK's mission, values, policy and procedure, and comply with official minutes.
- Social Work, Welfare and Family Therapy or equivalent tertiary qualifications.
- Commitment to working in the best interest of children and young people.
- Knowledge about the Children, Youth and Families Act 2005 and the Strategic Framework.
- Excellent interpersonal communication.
- Demonstrated ability to provide leadership, supervision, and direction to a team of highly qualified and experienced staff.
- Strong counselling and casework skills and demonstrated understanding of accountability requirements.

- Basic computer skills and ability to use software for record keeping and statistics.
- Able to respect client's rights and keep confidentiality and privacy.
- Able to take initiative, make suggestions for improvement, and be pro active.
- Demonstrated ability to work well in a team, respecting and valuing others opinions and input.

5. QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

QUALIFICATIONS: Tertiary qualifications in the Social Sciences, with additional training and experience in Family Therapy, are essential. Membership of the Victorian Association of Family Therapists is desirable. Training and experience in management and delivering supervision is desirable.

In order to perform the duties of this role effectively, you may be required to work additional hours or vary your working times occasionally. Although overtime will not be paid Time in Lieu can be accrued in accordance with ROK policy.

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 and dependent upon qualifications and experience.

Final appointment is conditional on the satisfactory outcome of a Victorian Police Records check and a Victoria Working With Children check.

CLOSING DATE: Friday 30th July 2010.

FORWARD APPLICATION TO:

Suzana Mihajlovic
CEO
ROK
PO Box 207
NUNAWADING VIC 3131.

TEL: (03) 9894 1966
FAX: (03) 9894 4741
Email: suzana.mihajlovic@rok.org.au