



POSITION DESCRIPTION

Position Title	PSP Team Leader
Reporting To	PSP Manager

PURPOSE OF THE POSITION

The PSP Team Leader is responsible for successfully coordinating a team of Permanency Support Workers (PSW)/Preservation Caseworkers (PC) or Community Support Officers (CSO), to ensure the effective delivery of services and support to foster carers, children and young people (CYP) and families. Recruitment, training and assessment of a pool of foster carers may also be an essential part of the PSP Team Leader's position.

The PSP Team Leader will liaise with Family and Community Services (FaCS), ensuring SCMSAC maintain a constructive and effective partnership with this key government department and other key stakeholders.

KEY RESPONSIBILITIES & DUTIES

- Provide formal and informal support to a team of PSP staff in line with SCMSAC Support and Supervision Policy
- Develop the skills and capacity of staff through external and on the job training, including mentorship
- Coordinate and conduct regular team meetings and case plan meetings, keeping accurate records and meeting minutes
- Foster teamwork, goodwill and cooperation throughout teams
- Ensure reporting of notifiable events are handled consistent with SCMSAC Policies and Procedures
- Coordinate CSS Register in order to maintain a record/database of service provision and financial accountability where applicable
- Coordinate referrals from external stakeholders and liaise with financial team to complete quotes and process purchase orders where applicable
- Coordinate transport, supervised contacts and mentoring where applicable
- Develop rosters and shift allocation where applicable
- Review all supervised contact reports and provide feedback and training to Community Support Officers where applicable
- Prepare Carers Allowance spread sheet where applicable
- Initiate and undertake carer recruitment and training where applicable
- Liaise with the PSP Manager to ensure carers are supported and remain strongly connected with SCMSAC where applicable
- Undertake assessment of foster carers as identified
- Review existing foster care placement as required
- Ensure the implementation of all responsibilities details in the SCMSAC Child Protection Policy by ensuring staff and carers are aware of their responsibilities

- Take all necessary steps to ensure children and young people in the program are protected supported and safe from abuse
- Ensure casework complies with relevant legislation and standards, including but not limited to Child Protection Laws and WH&S, and that documentation complies with the Office of the Children's Guardian (OCG) Standards
- In conjunction with PSP Managers, assist with responses to complaints
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Executive Officer or Supervisor

KEY PERFORMANCE AREAS

- Meet reporting requirements of the program
- Promote a positive work culture and environment
- Ensure Casework is OCG compliant
- Active contribution to the development of the PSP, including coordination of staff training, staff supervision and support and team meetings

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Relevant Tertiary Qualifications in Social Work, Welfare, Community Services or related fields and extensive experience in these fields
- Demonstrated knowledge and understanding of the issues affecting Aboriginal communities, families and children specifically in relation to the placement of Aboriginal children and young people in care
- Experience working with children, adolescents, families and communities
- Experience as a Team Leader or Supervisor and the ability to lead and motivate a team, set goals and monitor performance
- Proficiency in report writing and demonstrated ability to develop, organise and maintain records in a timely manner
- Demonstrated computer skills and literacy
- Knowledge and understanding of the Children and Young Person (Care and Protection) Act 1998 and the ability to develop an understanding of the NSW Children's Guardian OOHG Standards
- Ability to recruit, train and support a pool of foster carers (where required)
- Clear Working with Children, Criminal Record Check and Working with Vulnerable People Check
- Current Drivers Licence

Desirable

- Aboriginality*
- Vocational qualifications in Frontline Management or willingness to obtain

PERSONAL QUALITIES AND ATTRIBUTES

- Highly developed organisational skills and capacity to prioritise competing demands
- Effective time management skills and the ability to work to strict deadlines
- Demonstrates flexibility and initiative in the workplace
- Effective conflict resolution skills, negotiation, mediation and decision making skills

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the PSP Team Leader.
SCMSAC Executive Officer PSP	The PSP Team Leader may receive guidance and direction from the Executive Officer – PSP.
SCMSAC Manager PSP	The Manager PSP is the first point of contact for the overall direction of work and will provide support to the PSP Team Leader.
SCMSAC Managers, Team Leaders and Employees	The PSP Team Leader will interact closely with employees, Team Leaders to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
SCMSAC Permanency Support Workers (PSW), Preservation Caseworkers and Community Support Officers (CSO)	The PSP Team Leader is responsible for overseeing the direction of work and will provide support and supervision to a team of PSW's, Preservation Caseworkers or CSO's. The Team Leader will interact closely with all staff to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice & feedback.
External Stakeholders	The PSP Team Leader will develop and maintain strong connections with external stakeholders such as FaCS, other agencies and organisations.

FINANCIAL DELEGATION

This role may encompass a Financial Delegation, being the authority to approve expenditures or enter into financial commitments on behalf of SCMSAC. It is a responsibility of this role to operate within SCMSAC policy, delegations and guidelines when approving expenditures and entering into financial commitments. For more information see GUI-GOV-00-Delegation of Authority-007.docx which can be found on SharePoint.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*