

Position Description

Position:	Team Leader – Keys to Early Intervention in Homelessness Service (KEIHS)
Reports to:	Senior Manager
Award:	Kyabra Community Association Inc. The ASU and Employees Enterprise Agreement 2012
Position Classification:	Level 6

Kyabra Community Association Inc. provides strengths based integrated responses to people in our community. Service work involves partnership with individuals and families to identify goals, develop strategies and evaluate outcomes.

This may include support and advocacy through the systems which significantly impacts on individual and family lives, such as; domestic violence; child protection; income support; housing; mental health and healthcare; disability; education and legal, parenting and early years.

The Team Leader will work with the Senior Manager based at our inPlace Nambour office to coordinate and support workers in six sites across the region to deliver services to ensure people who are at risk of homelessness are supported to maintain their accommodation. This position will provide systems advocacy and resource the KEIHS Workers to facilitate the development of key stakeholders in each location such as Centrelink, real estate agents, QSTARS and other relevant agencies and support the development of networks and communication systems to support at risk individuals and families in each location.

The position involves both centre based and outreach functions involving coordinated work with a range of agency, community and staff resources.

Organisational Expectations

- To work within the Vision and Values of Kyabra's Essence Statement.
- To comply with Kyabra's code of conduct and with all organisational policies and procedures.
- To be involved in actively evaluating and critiquing practice at an individual, team and organisational level.
- To strive for ongoing improvement in all areas of activity.
- To participate in performance reviews and the development of individual learning plans on request.
- To participate in professional development training opportunities.
- To develop and implement strengths-based, individualised approaches to families and individuals and to work as part of a team with key stakeholders.
- To ensure that processes facilitate the maximum involvement of families and individuals in decisions that affect their lives.
- To maintain documentation in the appropriate systems with due respect to confidentiality, and in compliance with all relevant legislation and standards.

- To be involved in the development of operational plans in the service consistent with agency and service philosophy and in line with service agreements with funding bodies.
- To fulfil all reporting and administrative requirements in conjunction with the team leader.

Role Responsibilities

- Develop and implement operational planning within the program in accordance with the Kyabra inPlace mission statement and philosophy, frameworks for practice and relevant standards.
- Lead and manage the program to achieve the operational goals and outcomes in an effective and efficient manner.
- Provide high quality leadership and management to ensure the major component functions, services and systems of the Homestay program are developed and operate in a co-ordinated, holistic and effective manner.
- In conjunction with the Senior Manager, be responsible for the financial management of the program including the presentation of budgets and financial reports to the Management Committee and to funding bodies.
- Provide a written monthly report to the Senior Manager on the operations of the program.
- Develop an evaluation framework for the program and form appropriate reference groups in each location to ensure the program meets local needs and to report on the overall early intervention outcomes and evaluations.
- Participate in meetings/seminars/workshops related to service delivery and develop networks and collaborative relationships with community agencies and other departments that will benefit the program.
- Develop links with relevant organisations to promote greater and more effective co-ordination of services for the community.
- Deliver group work programs aimed at early intervention across KEIHS communities.
- Liaise with Senior Manager to ensure efficient and effective operation of the program and outcomes consistent with Homelessness Program Guidelines.
- Develop and use participatory program development styles involving the contributions of staff.
- Ensure the provision and maintenance of safe working conditions for all staff in conjunction with Senior Manager.
- Ensure client records and statistical data are accurately maintained and that regular evaluations of client need and service delivery occur.
- Ensure statistics and service delivery reflects the outputs and accountability requirements of the service agreement with the Department of Housing and Public Works
- To participate in supervision and training opportunities.
- Carry out other duties in line with the philosophy and objectives of the Organisation and as directed by the Senior Manager.

Key Selection Criteria

Essential

1. Bachelor Degree in Social Work/Human Services or similar field is essential.
2. A demonstrated knowledge of early intervention and homelessness, including trauma informed and recovery based practices.
3. A demonstrated knowledge of administration and financial management skills.
4. Demonstrated staff supervision skills as it relates to meeting the objectives of the program.
5. Excellent interpersonal/communication skills (written and oral).

6. Knowledge of relevant Legislation, Regulatory Requirements, Professional Standards and Guidelines applicable to work role.
7. Knowledge of relevant community resources.
8. Computer literacy.
9. Current C class driver's licence.

Desirable:

10. Experience in supervising human service professionals and/or management studies.
11. Experience in direct service delivery work with the client group.
12. Current first-aid certificate.

Positions under direction supervision

KEIHS Case Workers (6 sites)

Relates to

- Staff and volunteers
- Executive Board members
- Families and individuals
- Other service providers/community organisations

Other Information**Criminal History Check**

The successful applicant will be required to apply for a Personal/Criminal History Check. Upon employment, the organisation will reimburse this expense. We are legally obliged to warn you that it is an offence for a disqualified person to sign a blue card application form.

Hours of Work

A fulltime position at Kyabra is 38 hours per week. Staff members work flexible hours to meet the requirements of the position, including some evening and weekend work. This position is part time.

Equal Opportunity Employer

Kyabra is an inclusive workplace and an equal opportunity employer. Aboriginal and Torres Strait Island people, people with a disability and people from culturally and linguistically diverse backgrounds are encouraged to apply.