



# Macarthur Family and Youth Services

*Supporting children, young people and communities  
to be the best they can be.*

## Aboriginal Team Leader Position Description Candidate Information



<b>POSITION TITLE:</b>	<b>Aboriginal Team Leader</b>
<b>Position Status:</b>	Permanent
<b>Vaccination:</b>	COVID vaccination is not mandatory.
<b>Location:</b>	16 King Street Campbelltown NSW 2560. There will be variable sites of work dependent on service delivery needs.
<b>Responsible to:</b>	Director
<b>Direct Reports:</b>	Aboriginal team
<b>Pay Level and Conditions:</b>	Pay Level: Social Community, Home Care and Disability Services Industry Award 2010 - SCHADS Level 6.  As a not for profit organisation, our employees take advantage of: <ul style="list-style-type: none"> <li>▪ Salary packaging up to \$15,900 of salary tax free.</li> <li>▪ Internal and cultural external supervision.</li> <li>▪ Flexible work arrangement.</li> <li>▪ EAP – independent confidential counselling.</li> <li>▪ Excellent training and professional development.</li> <li>▪ 4 days ex gratia leave.</li> <li>▪ 2-week Christmas shutdown.</li> <li>▪ Team building activities that include cultural and Christmas lunches, celebrating achievements and monthly awards / recognition.</li> <li>▪ Celebrating NAIDOC and other cultural events.</li> <li>▪ An inclusive culture of dedicated, passionate and professional team members.</li> </ul>
<b>Annual leave:</b>	4 weeks per annum.
<b>Hours:</b>	35 hours per week Monday to Friday.
<b>Probation period:</b>	6 months from commencement.

## **JOB DESCRIPTION TEAM LEADER CHILD YOUTH AND FAMILY**

### **JOB PURPOSE:**

1. To lead and supervise a team of caseworkers in the Aboriginal Child Youth and Family Program.
2. Case load of 3 families.

### **POSITION IN ORGANISATION:**

Team Leader is responsible to the Director.

### **SCOPE OF ROLE:**

#### **Team Leader:**

The Team Leader will be responsible for the day to day operation and administration of the Aboriginal Child Youth and Family Program. The Team Leader will ensure a child focused / strengths-based approach is used when supporting families. Building partnerships and collaborating with services to improve the circumstances of children, youth and families. The role will contribute to the overall services offered by MFYS. The Team Leader will contribute to the improvement and ongoing provision of quality family support services delivered through MFYS.

#### **Casework:**

The Team Leader will have a caseload of 3 families. Encourage family members to identify and achieve their goals. Identify, manage and reduce child protection concerns and deal with presenting crisis. Strengthen parenting skills while providing links to culturally appropriate support services. Use empathetic listening and problem-solving skills to identify the needs and develop suitable plans of support. Make referrals to other supports and services to meet the needs of families and their children. Build strong relationships with partner agencies to support and strengthen client's connections within the community. Keep accurate file records and collect statistics for reporting processes.

### **DUTIES & KEY RESPONSIBILITIES:**

- Lead a team of caseworkers to deliver client focused, strengths-based services to children, youth and families seeking support.
- Clients referred to the service are supported in a timely manner and priorities clients in crisis for allocation.
- Monitor, report and comply with all funding reporting requirements.

- Caseworkers to maintain a full case load and deliver groups to meet contractual obligations.
- Provide monthly supervision and case reviews to caseworkers.
- Identify areas for staff skills development and training.
- Work in partnership with a range of service providers and specialists, adopting a multi-disciplinary approach to service delivery.
- Develop and maintain productive and collaborative relationships with community and agency partners.
- Prepare and maintain appropriate records and reports for Aboriginal Child Youth and Family program and as directed by the Director.
- Supervise caseworker's accurate entry of timesheets, monitor leave entitlements and other administrative requirements.
- Oversee team compliance with Child Protection legislation including mandatory reporting and exchange of information.
- Conduct file audits and ensure client records are at the highest standard.
- Reports to the Director on caseloads, waiting list, client allocation, data reporting, interagency attendance, team training / development and program updates.
- Ensure strict adherence to all policies and procedures of the organisation including Code of Conduct.
- Attend and participate in management team meetings and other meeting as directed by the Director.
- Positively represent Macarthur Family & Youth Services in a variety of arenas, e.g. interagency, sector development events etc.
- Maintain a safe, healthy and supportive work environment including complying with WH&S requirements and risk management.
- Other activities as directed by the Director.

**Selection Criteria:**

Provide Responses to the following questions:

1. Qualifications in Social Work, Social Sciences or related field.
2. Demonstrated experience supervising staff.
3. Service/program management skills with experience in successfully meeting service and funder KPIs.
4. Experience in undertaking comprehensive risks and needs assessments and risk management responses.
5. Experience building and maintaining relationships with relevant agencies and the community to achieve better outcomes for children and families.
6. Demonstrated experience and/or skills in conflict resolution, problem solving and mediation.
7. Computer literacy and competence in Microsoft Word, Excel and Outlook.
8. Current NSW driver's license and fully registered and fully insured vehicle.
9. NSW Working with Children Check Clearance and Criminal Record Check.

## **Information for Candidates**

### **Terms and Conditions of Employment:**

Macarthur Family & Youth Services works under the **Social, Community, Home Care & Disability Services Award 2010**.

### **Location:**

The main place of work will be at 16 King Street, Campbelltown.  
There will be variable sites of work dependent on service delivery needs.

### **Your application will need to include:**

- Your current resume.
- Statement against each of the Selection Criteria outlined in this Job Description.

### **To Apply:**

To receive the information package and selection criteria please contact the administration team on: 02 4620 4667.

Please email your application to the Director: [veck.a@mfys.org.au](mailto:veck.a@mfys.org.au).  
If you have any questions relating to the position please contact Veck Apostolovski.

### **Applications close 5pm, 12 December 2022**

When progressing to interview you will be required to provide three referees including your most recent Manager / Supervisor.