



Coordinator Residential Services Ceduna

Salary Range - \$84,849 - \$88,703

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Your new employer

Aboriginal Family Support Services is a lead, Aboriginal Community Controlled Organisation that has been providing services to Aboriginal families and communities across South Australia for over 40 years

Your new role

Our facilities in Ceduna operate 24/7 and in conjunction with the Manager, AFSS Ceduna, the Co-ordinator will lead and direct a team of Support Workers providing care and support in home-like accommodation for children and young people, ranging in age from infants to teens, who are unable to live with their families. This position works business hours Monday to Friday but also provides on-call support when needed.

Who we are looking for

Will be passionate about caring for; improving the lives of; and, be able to interact easily and comfortably with, Aboriginal children and young people. You will understand the impact of abuse and neglect on children and young people, and offer support when faced with challenging behaviours.

You will be self motivated, with high level communication skills and, have innovative problems solving skills. You will have the demonstrated ability to ensure the quality of service delivery and that work practice is culturally sound and of a high professional standard.

To be successful you will need

- A current South Australian Working With Children Check (WWCC)
- To be assessed as suitable via a Psychological Suitability Assessment
- A current Provide First Aid Certificate (HLTAID011)
- An unrestricted current South Australian Drivers Licence
- A Safe Environments for Children and Young People - Through their Eyes Certificate
- Unrestricted eligibility to work in Australia
- Confirmation of being fully vaccinated for COVID-19

Don't have a WWCC? You can apply on-line at www.screening.sa.gov.au

Ideally you will have

- Qualifications in the Social Work, Social Sciences or Community Services field or similar
- Demonstrated knowledge and competencies

Working in a not for profit agency you can salary sacrifice to increase your take home

If this sounds like you scroll down to view the Job & Person (J&P) Specification

Then tell us in a 2 page cover letter (that reflects the Job and Person Specification) why you're a good fit for this job and send this with your resume to: recruitment@afss.com.au

For more information please call **Katharine Micka on 0419 497 240** (Mon-Fri 9am to 5pm)

Applications close 9:00am Monday 4 July 2022

We look forward to receiving your application, however if you do not provide a 2 page cover letter addressing your skills and experience against the Job and Person Specification KRA's, we are unlikely to consider your application.



Aboriginal Family Support Services

Job and Person Specifications

Job Title: **Coordinator - Residential Services Ceduna**

Employee Name:

Program Overview	AFSS Residential Services provide a safe and secure home environment for children and young people who cannot remain with family or be placed with a foster family. AFSS Residential Services are viewed as short term stays for children and young people who have been removed from traumatic situations and where normalised routines can be developed to ensure children and young people achieve their full potential. AFSS Residential Services provide care for children and young people under the Guardianship of the Minister.
Position Objective	The Coordinator directs and oversees the work of Support Workers and works collaboratively with communities, service providers and other AFSS programs in providing for the day to day care of children and young people who reside in AFSS Residential Services. The Coordinator is responsible for monitoring and enhancing operating procedures to ensure the quality of service delivery and work practice is culturally sound, child focused and of a high professional standard. The Coordinator is responsible for providing strong leadership and supervision to a team of Support workers.
Reporting Relationships	The Coordinator reports directly to the Manager. The Managers report to the Senior Manager (Metropolitan Services or Regional Services). Senior Managers report directly to the CEO.
Funding Sources	- Department of Education and Child Development
Award / Salary	Social, Community, Home Care and Disability Services Industry Award 2010 - Salary Range: Level 5
The Job	Job specification
Key Result Areas	The Key Result Areas outline the key expectations of the incumbent. They align with AFSS Vision, Mission and Guiding Principles and to requirements as outlined in the AFSS DECD Service Agreement for the operations of Residential Services and relevant State and Australian Government legislation. The incumbent will be required to participate in regular supervision against each of the Key Result Areas as detailed below.
<u>Key Result Area One</u> Maintaining a Secure and Stable Environment	Maintaining a secure and stable environment: <ul style="list-style-type: none"> - The safe operation and security of the building and equipment; the care and safety of staff and residents; and the relief on the floor in critical incidents - Ensuring staff adhere to AFSS and Residential Services Policy and Procedures and all associated templates - Daily informal supervision and communication as well as ongoing support to rostered Support Workers - Observing, reporting and correcting Support Worker performance - Assisting with staff recruitment, induction, performance improvement and performance management - Assisting with formal supervision sessions via Individual Work Plans with Support Workers
<u>Key Result Area Two</u> Provide Support to Children and Young People	Provide support to the children and young people placed in the Residential Service: <ul style="list-style-type: none"> - To engage in educational, recreational and community based activities as appropriate, and in accordance with the child or young person's case/care plan - Provide the opportunity to develop age appropriate life skills - Maintain cultural and family (including sibling contact) connections for all children and young people - Observing and accurately recording children (and ensuring Support Workers do the same) and young people's behaviour, needs and interaction with others



Aboriginal Family Support Services

Job and Person Specifications

	<ul style="list-style-type: none"> - Respecting and understanding children and young people's personal beliefs and cultural values - Considering a young person's opinion and wishes in decisions that affect the Residential Service and their life - Participating in relevant panels and case consults for the children and young people placed in the service.
<p><u>Key Result Area Three</u></p> <p>Resource Accountability & Attention to Detail</p>	<p>The effective management of resources of the Residential Service:</p> <ul style="list-style-type: none"> - Provision of a safe work environment that is clean, functional and orderly and free of clutter and unnecessary items - Participation in quarterly WHS Site Audits - Care and maintenance of AFSS vehicles including scheduled services, regular cleaning and immediate reporting of any damage to AFSS vehicles - Effective management of referrals and that referrals and extensions are responded to within 24 hours - Effective management of all Support Workers including preparation and monitoring of forward rosters and the on-call system
<p><u>Key Result Area Four</u></p> <p>Administration and Transparency</p>	<p>Actively manage the Support Workers completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> - Submitting high quality quarterly reports that are factual, clear and concise and adequately respond to the information required by the funding body - Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems (and other data systems as required) - Making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work related commitments - Ensuring that Leave Forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.
<p><u>Key Result Area Five</u></p> <p>Service Excellence and Continuous Improvement</p>	<p>Maintain and model to Support Workers an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> - Actively demonstrating a commitment to Service Excellence across AFSS - An ability to function autonomously when required as well as a strong focus on teamwork - Abiding by AFSS policies and procedures, Vision, Mission and Guiding Principles and Strategic Plan - Participating in continual improvement processes across all levels of AFSS - Act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.
The Person	Person Specification
Qualifications	A qualification in an appropriate social science discipline such as Social Work, Behavioural Sciences, Community Services, Youth Services and related fields are desirable but not essential.
Experience	Experience in working with children and young people with challenging behaviours - or the ability to do so - is essential. Experience in team leadership, negotiation and conflict resolution is well regarded.
Skills	Demonstrated high-level organisational skills, communication skills, writing skills and an ability to positively interact with AFSS staff, clients, sector representatives and community.
WHS	AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.



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Job and Person Specifications

Knowledge	An in-depth knowledge and working understanding of Aboriginal communities across South Australia and the issues faced by Aboriginal children, young people, families and communities.
Travel	Intrastate travel is a central part of this role and includes a requirement to fly on smaller planes (REX and Sharp).
Licences / Screening	All AFSS positions require employees to hold a current South Australian Drivers Licence, Child Safe Environments and Working With Children Check/Child Related Employment Screening (or to obtain these prior to employment with AFSS - there are no exceptions). This position also requires a Provide First Aid Certificate.

Signatories

Employee's signature

Employer's signature (Chief Executive)

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Employee's name

Employer's name

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Date/...../.....

Date/...../.....