



Aboriginal Family Support Services
Together with the community

Coordinator Residential Services Ceduna

Salary - \$93,880

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 (HLTAID003/HLTAID011)
- An unrestricted current South Australian Drivers Licence
- A Safe Environments for Children and Young People 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 Wednesday 22 November 2023

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. AFSS reserves the right to commence interviews prior to closing date, and may fill the role if a suitable candidate is identified.



Aboriginal Family Support Services Inc
Co-ordinator Residential Services - Job and Person Specification

Program Overview	<ul style="list-style-type: none"> - AFSS provide a range of services across South Australia including Out of Home Care - Residential Services which provides emergency care for children and young people under the Guardianship of the Minister of various ages (usually 0 – 17 years of age) in a home style setting with 24/7 rotating staffing – 365 days a year.
Position Objective	<ul style="list-style-type: none"> - AFSS Coordinators are responsible for the planning, monitoring and enhancing operating procedures to ensure the quality of service delivery and work practice is culturally sound and of high professional standard and will be responsible for providing strong leadership and supervision to a team of support workers.
Reporting Relationships	<ul style="list-style-type: none"> - The Coordinator reports directly to the applicable Manager. The Managers report to the Senior Manager (Metropolitan Services or Regional Services). Senior Managers report directly to the CEO.
Funding Sources	<ul style="list-style-type: none"> - Department of Education and Child Development - Department for Child Protection -
Award / Salary	<ul style="list-style-type: none"> - Social, Community, Home Care and Disability Services Industry Award 2010 - Salary: position starts at Level 5, Step 1
Key Result Areas	<ul style="list-style-type: none"> - The Key Result Areas outline expectations AFSS has of its Coordinators. They align with AFSS Vision, Mission and Guiding Principles and to requirements as outlined in both State and Australian Government Service Agreements. The Coordinator will be required to participate in regular supervision with their Manager against each of the Key Result Areas.
<u>Key Result Area One</u> Maintaining a secure and stable Environment	<ul style="list-style-type: none"> - Maintaining a secure and stable environment by: - Assuming delegated responsibilities for: 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 specific policies and procedures - Daily supervision and communication as well as ongoing support to rostered Support Workers - Observing and reporting on Support Worker performance - Assisting with staff recruitment, induction, performance management and performance improvement plans - Conducting staff supervision sessions and individual work plans with the Support Workers
<u>Key Result Area Two</u> Provide support to Children and Young People placed	<ul style="list-style-type: none"> - Provide support to the Children and Young people placed in the Residential Service by: - Engage in educational, recreational and community based activities as appropriate, and in accordance with the Child or Young Person's Case Plan - Provide the opportunity to develop age appropriate life skills - Maintain Cultural and Family (including sibling contact) connection included in the case plans including linguistically diverse backgrounds - Sensitively ascertain information from clients about their situation - Observing and accurately recording Children and Young People's behaviour,

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	<ul style="list-style-type: none"> - needs and interaction with others - 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 conferences 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>	<ul style="list-style-type: none"> - The effective management of physical resources of the Residential Service: - Adherence to WHS requirements including completion of Quarterly WHS Site Audits (and assisting with the attendance to any actions arising out of the audit) - Provision of a safe work environment that is clean, functional and orderly and free of clutter and unnecessary items - Care and maintenance of AFSS vehicles including scheduled services, regular cleaning and immediate reporting of any damage to AFSS vehicles.
<p><u>Key Result Area Four</u></p> <p>Administration and Transparency</p>	<ul style="list-style-type: none"> - Oversee and complete administrative tasks including referral responses, data reporting and the use of AFSS processes and work tools to manage workloads and priorities: - Ensure referrals and extensions are responded to in a timely manner - 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 all administrative procedures are in place and that the timely processing of forms and administrative paperwork is observed. This includes the preparation of rosters, requisitions, purchase orders, leave forms and petty cash etc. - Assist with the completion of quarterly data reports - Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems (CRM). - Organising and chairing meetings and case conferences
<p><u>Key Result Area Five</u></p> <p>Service Excellence and Continuous Improvement</p>	<ul style="list-style-type: none"> - Maintain and model to Support Workers an ongoing commitment to continuous improvement in the provision of services to internal and external customers by: - 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.
<p>Qualifications</p>	<ul style="list-style-type: none"> - 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. - Minimum qualification requirement is Certificate 4 in Child, Youth and Family intervention or alternative qualifications in areas of study accepted by DCP
<p>Experience</p>	<ul style="list-style-type: none"> - 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.

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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.
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 Child Related Employment Screening (or to obtain these prior to employment with AFSS - there are no exceptions).

Signatories

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 Employees Signature

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 Employers Signature
 (Chief Executive Office)

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 Employees Name

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 Employers Name

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 Date

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 Date

Initial.....
 Initial.....(CEO)