

POSITION DESCRIPTION



Position Summary	
Role Title	Clinical Team Leader
Reports to	Clinical and Compliance Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	Level 7
Employment	Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Contract <input type="checkbox"/>
Location	Sale - with travel required across the YWAHS catchment area

Our vision

Aboriginal people enjoy their culture, family, work and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

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CHILD SAFE YWAHS is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement. YWAHS is an equal opportunity employer and has a smoke-free workplace policy.

MARAM This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 1) which requires mandated MARAM Family Violence Comprehensive training and MARAM Comprehensive responsibilities.

Role Purpose

The Clinical Team Leader has responsibility for both the leadership and coordination of a team of clinical professionals located at the Sale Office in the Wellington Shire. They will provide leadership, supervision, and the day to day management of a team of clinical staff in Sale. Their focus will be to support the growth and development the team of professional clinicians to ensure they provide a holistic support service that is inclusive of the social, emotional, and cultural well-being of the whole community.

In addition to their leadership role, they will actively support the community as a Senior Clinician, bringing their extensive experience and skills in therapeutic and trauma informed approaches.

As a member of the Clinical Leadership Team they will actively contribute to the developing and delivering the strategy and workplan for YWAHS to ensure alignment with the Business Strategy and all regulatory requirements.

Key Accountabilities

Leadership

- Guide and support the team to ensure they deliver to the strategic and operational goals of YWAHS
- Ensure team resources are managed and optimised to meet ongoing an priority needs and seek support as required
- As part of the Clinical Leadership Team, provide support to the Clinical & Compliance Manager and actively contribute to the Clinical team plan and goals, attend weekly staff meetings (including preparation of reports) and assist in a range of diverse activities as required (e.g. policy reviews, submissions, oversee data collection etc.)
- Work collaboratively with the Clinical & Compliance Manager and the P&E team to maximise opportunities for early intervention initiatives to support YWAHS objectives.
- Promote and maintain a positive, respectful, and enthusiastic work environment, supporting a culture of reflective practice, quality supervision and coaching

Performance and Development

- Facilitate the ongoing growth and development of all team members through targeted activities including:
 - Undertake regular (a minimum of monthly) clinical supervision, performance, and development conversations with all members of the team
 - Support staff to access external supervision for ongoing professional growth
 - Assist clinical team members to develop strong professional networks in their communities, and actively assist them with the management of complex clients

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- Contributing to developing case plans for a large case load and supporting staff in developing their casework and case management skills
- Manage own learning and professional development
 - Actively take responsibility for maintaining professional knowledge and skills and obtain documented evidence of relevant continuing professional development as required.
 - Participate in the YWAHS professional development activities, regular clinical and general supervision, the development, and implementation of workplans and debriefing sessions where required and the organisation's performance review process.

Clinical Delivery

In addition to Team leadership, the Team Leader will provide Clinical Services within the community:

- Work collaboratively with clients to develop individualised intervention plans, post-counselling support plans, and referrals
- Provide crisis intervention for clients as required
- Provide evidenced based group counselling interventions for clients
- Facilitate a holistic and integrated care approach through collaborative case management and interagency consultation
- Actively engage in reflective practices, supervision, and professional development activities
- Ensure safety is a priority by confirming all clients have undertaken risk assessment and appropriate strategies are implemented to manage risk
- Refer or report serious or complex issues to the Clinical & Compliance Manager
- Ensure all activities comply with relevant acts including Privacy Act, Health Records Act, Children Youth & Family Act, Family Violence Act, Confidentiality and State-wide Family Violence Guidelines.

Program Development and Review

- Develop/ adopt new program initiatives that support holistic practices and positive outcomes for clients, aligned to business priorities
- Work collaboratively with the team to ensure appropriate processes are in place to enable continuous improvement of program/s and services and to promote best practice and quality improvement
- Ensure services are delivered within a culturally safe and professional frameworks.
- Lead the development of client feedback mechanisms and input to program development and maintenance

Program Delivery

- Develop an annual Program of Work that reflects needs across the YWAHS geographic area
- Ensure safety is a priority by confirming all clients have undertaken risk assessment and appropriate strategies are implemented to manage risk.
- Refer or report serious or complex issues that emerge to the Clinical & Compliance Manager.
- Ensure all activities comply with relevant acts including Privacy Act, Health Records Act, Children Youth & Family Act, Family Violence Act, Confidentiality and State-wide Family Violence Guidelines

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Reporting and Case Management

- Maintain up to date client records, complete statistical data, program documentation and statutory reports as required, and ensure the team do the same
- Ensure input of case notes and data on a daily basis into appropriate data systems (e.g., IRIS) and client files.
- Contribute to the development and implementation of YWAHS organisational plans
- May be required to perform other duties not specified within this document but commensurate with their classification, experience, and skills as required.

Other employee requirements

Quality and Risk Management

Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with YWAHS policies.

Workplace Health and Safety (WH&S)

- Ensure a safe working environment is maintained for all YWAHS staff and clients.
- Ensure all WH&S processes and procedures are adhered to.
- Ensure all safety signage is in full view and in a language that is clear and precise.
- Ensure risk assessments are completed and authorised prior to the commencement of activities.

Cultural Diversity

Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities, with particular emphasis on the Wellington and East Gippsland demographic.

Teamwork

Work proactively with all members of the YWAHS Team in supporting the organisations aspirations and its strategic aims.

Other

May be required to perform other duties not specified within this document but commensurate with their classification, experience, and skills.

Required knowledge and skills (key selection criteria)

Education & Experience

- A qualification that Meets the Family Violence Minimum Mandatory Requirements under Recommendation 209: <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners>
- Eligibility for membership of a relevant professional body
- A minimum of 5 years recent counselling experience working within a therapeutic setting.
- Experience of working from a trauma-informed, strengths-based, and reflective approach to case work, and the ability to mentor others in this approach to practice
- Experience working in a leadership role within the family violence, family services or related context Is preferred.

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- Demonstrated experience facilitating group activities in a range of educational, practical, and therapeutic settings
- An understanding of a holistic and relational approach to domestic violence service delivery, relevant for Aboriginal Australian cultural contexts
- Experience of working cross-culturally, and a demonstrated understanding of cultural safety and its application in service delivery to Aboriginal clients, staff, and community
- Demonstrated experience providing professional supervision for practitioners working in complex contexts

Essential knowledge and skills

- Demonstrated knowledge and appreciation of Aboriginal culture and understanding of issues affecting Aboriginal people in a contemporary society and the history of intergenerational trauma.
- Provision of culturally appropriate and evidenced based assessments, case formation, goals and intervention planning, review, and closure processes to guide short, medium, and long-term interventions.
- Excellent intrapersonal and interpersonal skills including an ability to constructively resolve conflict, negotiate change, advocate, and work collaboratively as a member of a leadership team
- Knowledge of pathways and linkages to other support programs and services
- Demonstrated understanding of the MARAM framework and other legislative requirements governing the collection and storage of personal information, client confidentiality, information sharing guidelines
- Proven ability to work in a sensitive and non-judgmental manner, with clients who come from a variety of cultural and socio-economic backgrounds
- Well - Developed organisation and planning skills for managing competing demands in a complex working environment
- Excellent communication skills, both oral and written, including report writing and an ability to keep accurate and detailed notes

Mandatory role requirements

- Current satisfactory National Police check
- Valid Working with Children check (WWC)
- Current Victorian Drivers Licence
- Travel between sites will be required
- COVID Vaccination (3 doses)

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Job Demands Checklist

YWAHS endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required occasionally, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks		X			
Lifting/Carrying	Light lifting and carrying		X			
Lifting/Carrying	Moderate lifting and carrying - e.g. trolleys, tubs, car seats, shade structures, eskies. Lifting/moving tubs of materials & equipment in/out of cars and from store to activity rooms for activities.		X			
Lifting/Carrying	Assisted lifting (lifting with assistance from another person) – e.g. shade structures, eskies	X				
Lifting/Carrying	Level of fitness required for physical activities such as moving trailer and attaching and detaching from vehicle					X
Driving	Driving to and from activities across the region and transporting equipment and passengers	X				
Climbing	Ascending and descending ladders					X
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.					X
Repetitive	Use of keyboard, typing, entering data etc.		X			

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X
Employee signature

X
Employee name (Printed)

Date: