

**POSITION DESCRIPTION**

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| **Position Title:** | Adolescent’s Building Connections - Practitioner |
| **Location:** | Morwell |
| **Reports To:** | Practice Leader Kinship and ABC |
| **Key Internal Contacts: (Program)** | Care & Family Services |
| **Hours of Duty:** | As per the Employment Agreement |
| **Duration:** | Fixed term 12 month contract |
| **Salary Classification:** | SCHADS 5 |

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| **About Quantum** | |
| Quantum Support Services has been operating in the Gippsland region since 1987. During this time, the organisation has built a strong reputation in achieving outcomes for the local community. We are a not-for-profit support service, which means that all funds are used to support the community. We offer services to clients at our five sites (Bairnsdale, Sale, Morwell, Warragul and the East Bairnsdale Community Hub) and outreach to clients living across Gippsland. The range of services we provide include:   * Homelessness including youth crisis accommodation * Tenancy advocacy and support * Connecting people with the community such as assisting people experiencing vulnerability with health services and other support providers * Family violence support for women and children * Youth programs * Out of Home Care including Foster Care   Quantum believes the celebration of diversity makes us and the community stronger.  We are committed to embracing everyone’s individual differences so that we can help create a strong workplace and community that is empowered to reach its potential. We celebrate diversity of gender, sexuality and spiritual or religious belief along with all cultural backgrounds including Aboriginal and Torres Strait Islander people.  Quantum recognises that we all have diverse life experiences that may be influenced by age, ability, social and financial status. Quantum supports everyone’s right to feel respected, safe, welcome and valued.  In undertaking this role with Quantum, you are expected fulfil the obligations set out in this document and any other reasonable direction given to you by your Line Manager. Most importantly, the way in which you undertake your work and your behaviour towards you colleagues, clients and the wider community must align to the values set out below. | |
| **Vision:** | Our Vision is to enrich the wellbeing of Gippslanders |
| **Values:** | Respect, Integrity, Empowerment |
| **Our Core Values:** | * we are inclusive * we are accountable * we strive for sustainable outcomes * we are proactive * we show care * we are agile and adaptive |
| **Our Goals** | * Provide the right services and programs in the right places. * Increase access to early intervention and prevention services. * Attract, engage and invest in our people. * Build the profile of Quantum. * Achieve a sustainable business model |

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| **Primary Position Objective** |
| The ABC Program is a trauma informed program designed to provide the skills, tools and strategies to encourage positive behaviour and growth in young people, supporting the formation of healthy relationships and connections in their lives. The program has a whole of family approach and promotes an understanding of the impacts and risks associated with Family Violence. |

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| **Duties and Responsibilities** | |
| **Service Delivery** | * Delivery of the ABC Program including a case support/management component to adolescent males and females in single gender or gender identified groups in the South Gippsland and Bass Coast area. * Providing information and activities to promote understanding and education regarding family violence, its impacts and effects as well as helping young people to develop the skills required to build positive connections with those around them. To provide a safe environment for adolescent's who use, or are at risk of using violence at home to develop skills and strategies to manage personal relationships and resolve conflict in a positive way by engaging both a facilitation and case management lens. * Collaboration with participating Education providers. * Assess the eligibility of adolescents to attend the program, creating behaviour management, risk assessment and safety plans as per the MARAM framework. * To be responsible for the Co-facilitation of structured program groups for adolescents. * Engage a case management approach to support ongoing needs of participants and family members * Coordination of Program Delivery Calendar * Provision of post program support to participants and their families * Engage and undertake family contact and support |
| **Agency Participation** | * Participate in regular supervision, review and individual planning, including the identification of training needs, provided by Care & Family Services Manager. * Participate and operate effectively within a team environment and attend and contribute to team meetings and Agency staff meetings. * Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act and other acts relating to information sharing. Maintain requirements in line with Legislation relating to information sharing for the FVISS & CISS as related to the MARAM framework. |
| **Administration** | * Complete, in an accurate and timely manner, all necessary administrative tasks, including correlation of relevant forms, assessments and evaluations of participants * Maintaining accurate records. * Maintain case files for all program participants. * Reporting on a weekly, monthly basis or as requested. * Perform other duties relevant to Quantum Support Services' daily operations as directed by the Practice Leader and Quantum Support Services Line Management. |
| **General** | * Perform other duties relevant to Quantum Support Services' daily operations as directed by the Supervisor and Quantum Support Services Line Management. |
| **Health and Safety** | * Promote a safe workplace for colleagues and clients in accordance with OH&S legislation and Equal Opportunity Practices in accordance with Quantum policies and procedures. * Give consideration to and recommend reasonable wellbeing initiatives that could benefit Quantum Staff. |

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| **Key Selection Criteria** | |
|  | **Service Delivery**   1. Experience in facilitation of group work including an understanding of group dynamics and implementing plans to support a positive group environment. 2. Excellent communication and interpersonal skills that can be used to work effectively with adolescents, family members, colleagues, government departments and other agencies. 3. Experience in the delivery of group work in the youth or community sector 4. Demonstrated understanding of the impacts of Family Violence with a particular focus on adolescents and their families. 5. Demonstrated understanding of the impacts of developmental trauma including A conceptual understanding of child developmental stages and needs (e.g. attachment theory. 6. Demonstrated ability to work with adolescents presenting with high risk and difficult behaviours. 7. Capacity to work with partner agencies and organisations in a collaborative manner to promote networking and effective service delivery. 8. Knowledge and understanding of the MARAM framework. 9. Demonstrated ability to deliver culturally sensitive practices in working with the client group 10. An understanding of and demonstrated ability to work as an effective team member. 11. A demonstrated ability to engage families and offer case management support to young people and their families with the young person remaining the key focus   **General**   1. Excellent literacy and computer skills. 2. Ability to work with minimal direction and supervision. 3. Excellent time management skills. 4. Enthusiasm, energy and interpersonal skills. |
| **Mandatory Qualifications** |  |
|  | * Minimum requirement of Diploma of Community Services or other relevant or appropriate tertiary qualifications and/or experience relevant to this position. * Completed application must address the key selection criteria, include a current resume that contains or has attached, the name, address and telephone numbers of three referees. |

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| **Conditions of Employment** | |
| **Required** | * Current Working with Children Check (full not voluntary) * Current National Police Check (with no findings) prior to commencing employment and every 3 years thereafter. * Compliance with Quantum’s Child Safe Standards * The successful applicant must hold a valid Victorian Driver's Licence that is not at risk of cancellation. * The successful applicant must confirm in writing their acceptance of the Offer of Employment from Quantum Support Services Inc. * The successful applicant is required to comply with the policies of Quantum Support Services Inc. * This position is subject to an annual Review. |

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| **Acknowledgement** | | | |
| Please sign and date to acknowledge you have read and understood this position description. | | | |
| **Name (employee)** |  | **Date:** |  |
| **Name (line-manager)** |  | **Date:** |  |

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