



Job Package

OoHC Area Manager – Armidale

Full Time- 38 Hours a week

Pathfinders

Pathfinders is a large community-based organisation providing Supported Accommodation and Homelessness services, Family and Youth Support services, National Aboriginal Birth Certificate program, and Out of Home Care services, . Pathfinders' services are located across the Mid North Coast, New England and Northwest Tablelands of NSW in Armidale, Inverell, Glen Innes, Tamworth, and Moree. Pathfinders' vision is that all children, young people, and their families will have a home and family where they feel they belong, are free from abuse, neglect, discrimination, and inequality and are able to achieve and contribute to their full potential in Australian society.

Pathways

The Pathways residential OoHC program aims to provide a homelike environment for residents, build positive coping strategies and maintain and develop links between the residents and their birth families and community. The program aims to meet high standards for health, education, vocation, and social competencies amongst all residents.

The Pathways OoHC foster care program attends to the needs of children aged 0-18 years of age. The basis of this program is assisting authorised foster carers to meet the needs of children young people in all areas of life.

The Pathways SIL program supports young people on the path to independent living. Support packages are developed by caseworkers to meet individual needs of clients so they can confidently navigate life after care.

The Pathways bespoke models offers support to children and young people who require additional therapeutic support or have placement needs that are unable to be supported through foster care or residential care. For example young people or sibling groups who may have low to medium needs but DCJ is unable to locate a carer placement or the young person does not want to leave their school.

Role of the OoHC Area Manager

OoHC Area Manager will lead a team of skilled staff to deliver an effective regional model for Out of Home Care (OOHC) services in residential, foster care and other settings to Children and Young People in care ensuring a safe, nurturing and home-like environment for Children and Young People.

The OoHC Area Manager will oversee the operations of the Pathways Residential and Foster Care Programs and report on the operations of the Pathways Programs to the Senior Manager OoHC, CEO and the Board.

The OoHC Area Manager will identify new funding opportunities and assist in preparing funding submissions which meet funding body contractual requirements and comply with legislation and regulatory agencies.

The OoHC Area Manager will plan and promotion growth opportunities for Pathways Programs as well as maintain accreditation, establish and deliver residential and foster care services in the Region.

The OoHC Area Manager will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW and be willing to advocate on behalf of Aboriginal young people and their families in providing cultural support and provide services to Aboriginal and non-Aboriginal children, young people and families. The OoHC Area Manager will also be required to build strong relationships with Aboriginal agencies to support and strengthen families and cultural connections

Essential Criteria

- Tertiary qualifications in Psychology, Social Work, or related discipline with a minimum of 5 years experience.
- Comprehensive understanding of the legislative requirements that operate for the care and protection of children within the Out of Home Care System.
- Excellent knowledge of, and demonstrated experience in the application of relevant theoretical approaches that underpin the provision of therapeutic services to vulnerable children, young people and families.
- Excellent skills in providing expert case consultation and advice to other professionals, particularly around trauma.
- Knowledge and understanding of issues that affect Aboriginal communities, societies and cultures and the needs, enabling factors and barriers to service access for Aboriginal people.
- The ability to manage and effectively lead a multi-disciplinary team with well-developed leadership, team building and management skills and relevant experience.
- Demonstrate highly developed verbal and written communications skills including formal report writing.

- Demonstrate applied knowledge of financial management systems and ability to monitor budgets.
- Demonstrated background or training relevant to working with clients with complex needs, including violence, alcohol, drugs, CALD and/or mental illness
- Demonstrate interpersonal skills including negotiation and conflict resolution
- Demonstrate alignment to Pathfinders Philosophy and strategic objectives.
- Demonstrate a deep understanding of the issues facing children and young people in foster care.
- Demonstrate a comprehensive understanding of the issues facing Foster Carers in providing care to children and young people with a disability in out of home care placements.
- Experience and demonstrated ability with implementing a performance management systems
- Demonstrable understanding of Confidentiality.
- Current and unencumbered NSW drivers licence
- Current and cleared Working with Children Check NSW and Criminal History Check.

Conditions

This position is identified as child related employment and Prohibited persons under the Child Protection Act 2012 are not eligible to apply. The successful applicant will be required to provide a current Working with Children Check Number and a National Criminal History Check.

Enquiries

Application Enquiries –Human Resources email hr@pathfinders.ngo or 0437 695 129

Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two recent work related Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR

Interview

If you are selected for an interview, you will be contacted by telephone or email. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

Position Description

OoHC Area Manager – Armidale

Position Title:	OoHC Area Manager
Responsible to:	Senior Manager - OoHC
Supervises:	Team Leaders, Case Workers and other designated staff of Pathways
Position Status:	Full time
Salary:	Salary package will be Level 8 based on qualifications, skills and experience under the SCHADS Award
Hours:	Normal business hours but will include some after hours.
Location:	Armidale

PURPOSE OF POSITION

OoHC Area Manager has a key role in the Pathfinders OoHC Program. The position holder will lead a team of skilled staff to deliver an effective regional model for Out of Home Care (OOHC) services in residential, foster care and other settings to Children and Young People in care ensuring a safe, nurturing and home-like environment for Children and Young People.

The OoHC Area Manager will have the skills and attributes to engage children, young people and carers in building positive relationships to maximise the potential for placements to be stable and successful. Adherence to NSW OoHC standards, related legislation and a collaborative working relationship with regulatory bodies (including DCJ), are essential.

As a management position in the organisation, the role requires leadership and excellent team building qualities. The position holder will be required to travel from time to time.

REPORTING RELATIONSHIP AND ACCOUNTABILITIES

The OoHC Area Manager will:

- Be responsible to the Senior Manager OoHC.
- Implement strategies to achieve the goals of the OOHC programs and comply with all funding bodies and regulatory bodies requirements
- Adhere to the Role Description for the OoHC Area Manager and the Staff Code of Conduct
- Participate in the day-to-day operations of the organisation
- Manage, lead, develop and consolidate our OOHC programs.

SPECIFIC TASKS AND RESPONSIBILITIES

The OoHC Area Manager will:

- Lead a team of OOHC staff to provide a caring, stable and structured residential care environment for Children and Young People who have challenging behaviours and medium to high support needs in accordance with Pathways Residential Policy and Procedure, Philosophy and Principles and the NSW OOHC standards
- Develop effective case management systems including referral, assessment, intake, planning, review and coordination of services
- Assist with the review of the quality assurance and continuous improvement program for Pathways OOCH programs.
- Build, maintain and support a team of staff who work effectively together
- Manage and work closely with all stakeholders
- Provide accurate and timely business plans and reports
- Prepare, monitor, report and comply with all funding body requirements.

- Oversight the effectiveness of the OOHC programs including:
 - a. ensure appropriate support and assistance is provided to Children and Young People who have experienced abuse/neglect, trauma, separation, grief and loss and who present with challenging behaviours;
 - b. ensure Children and Young People develop social skills, problem solving and independent living skills as appropriate to their age and stage of development and
 - c. oversight the development and delivery of Behavioural Management Plans
- Oversight the development and maintenance of appropriate and accurate client files, statistical data collection and retrieval systems, including MDS and AIMS, and general administrative systems to ensure the successful operation of the program
- Develop a schedule of regular team meetings
- Provide support, assistance and consultation to staff and assist to resolve problems and conflict in the workplace
- Assist with the preparation of annual budgets for the programs at each unit and monitor expenditure across cost centres on an ongoing basis
- Authorise, maintain and present staff records including time sheets, travel expenses, sick and holiday leave entitlements
- Provide monthly report on Pathways programs operations to the Board
- Maintain appropriate data collection systems for the programs and clients
- Maintain the review and evaluation methodology for the residential and foster care programs.
- Maintain the Accreditation status of the programs
- Review and improve Pathways policies and procedures
- Develop effective mechanisms to respond to OCG compliance and regulatory requirements including case file audits and monitoring systems
- In direct consultation with the HR Manager : recruit staff; provide induction and orientation to new staff; set and review position descriptions; manage employee performance through supervision, performance review and training
- Attend regular supervision with the Senior Manager OoHC.

- Ensure that the work premises, work practices, plant and equipment used by staff, contractors, clients and visitors are without risk to health and safety and comply with all WH&S requirements
- Investigate all reports of potential and actual incidents and take appropriate action including referral to the WH&S representative/committee where appropriate
- Model behaviours, values and actions that will provide positive reinforcement for staff and for Children and Young People in Pathways OoHC programs
- Present all accounts, timesheets and financial matters for payment or processing to the Finance Team.
- Ensure that PATHFINDERS Ltd property and vehicles are maintained to the appropriate standard
- Complete all reasonable tasks as directed by the Senior Manager OoHC.

ESSENTIAL CRITERIA

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PATHFINDERS - PURPOSE AND GOALS

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

The challenge and vision Pathfinders has for our Families, Children and Young People is to provide them with opportunities to build strong and permanent relationships and be cared for in ways which build and expand their personal skills and life opportunities.

PATHFINDERS VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

PATHFINDERS MISSION

To empower people to live with hope and equal opportunity to achieve their potential.

PATHFINDERS PRINCIPLES OF SERVICE

The following principles guide our provision of services to children, young people and their families:-

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination on the basis of religion, gender, race, sexuality or disability
- Quality service provision on the basis of equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

PATHFINDERS ACROSS THE NEW ENGLAND AND NORTH WEST TABLELANDS AND MID NORTH COAST

Pathfinders is now located in offices across the New England and North West Tablelands at Moree, Inverell, Glen Innes, Tamworth and Armidale and the Mid North Coast at Kempsey, Taree, Port Macquarie and Coffs Harbour.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family support services, juvenile justice, youth work, child protection, family referral services and Out of Home Care services.

Pathfinders programs and services include:-

- Youth social, recreational and vocational programs.
- Family referral services to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link client with appropriate support agencies

- Refuge and supported accommodation services to young people
- Full time residential support for young people in out of home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child protection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of residential out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families

Employee Signature

Date