



## Out of Home Care Program

### Job Package

OoHC Interim Care Model (ICM) House Leader

Full Time- 38 Hours a week

#### **Pathfinders**

Pathfinders is a large community-based organisation providing Family Referral Service, Supported Accommodation and Homelessness services, Family and Youth Support services, National Aboriginal Birth Certificate program, Client Support Services and Out of Home Care services. Pathfinders' services are located across the Mid North Coast, New England and North West Region of NSW. 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.

Pathfinders 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.

Pathfinders 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.

Pathfinders SIL program aims to assist young people transitioning into independent living, providing them with casework support and access to programs teaching them living and independence skills. Young people must be at least 16 years of age to enter SIL and may stay involved in the SIL program for 2 years.

## The Sanctuary Model

Sanctuary is an organisational framework that ensures that our culture and practices are guided by Trauma-informed principles. Sanctuary goes beyond providing a set of tools and techniques – it is a culture shift to address the effects of trauma at every level.

Pathfinders have made a commitment to embed the accredited and widely adopted Sanctuary model into every aspect of our organisation.

## Role of the Interim Care Model (ICM) House Leader

The ICM House Leader will be responsible for the day to day operation of the ICM house. This includes developing and coordinating daily routines to meet outcomes for young people residing in the home. They will be the contact person for external and internal service providers and assist with providing information to all parties.

The ICM House Leader will be responsible for house cleanliness and maintenance and the development of tasks list for support staff to complete whilst on shift.

Weekly reporting is required to external service providers and attendance at weekly ICM house meetings with the Department of Communities and Justice Interim Care Referral Unit.

The ICM House Leader will oversee the development of programs assisting young people on their road to independence, such as budgeting, cooking, and other attending community activities as well as ensuring the cultural needs of the young people are being met.

The ICM House Leader will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW. 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 ICM House Leader 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 and/or a minimum of 2 experience in the work and support of Children and Young People experiencing life in Out of Home Care.
- Comprehensive understanding of the legislative requirements that operate for the care and protection of children within the Out of Home Care System.
- Excellent skills in providing case consultation and advice to Caseworkers.
- Knowledge of the rights of Children and Young People and a commitment to upholding and advocating for them.
- Demonstrated background or training relevant to working with clients with complex needs, including violence, alcohol, drugs, CALD, and/or mental illness.

- Demonstrated interpersonal skills, including a passion for supporting young peoples' skill development for successful independence.
- Demonstrated a deep understanding of the issues facing children and young people transitioning into independent living.
- Ability to communicate and establish working relationships young people, and key stakeholders
- Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, priorities and meet deadlines
- Ability to be self-motivated and to work with minimal supervision, as well as the capacity to work positively and cooperatively within a team environment
- Ability to identify and response appropriately to child protection and other high-risk concerns as well as understanding of the legal process relating to child protection, restoration, guardianship and adoption
- 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.
- Ability to provide services to Aboriginal and non-Aboriginal children, young people and families.
- Willingness to participate in continuing education through training opportunities both internally and externally.
- Demonstrable understanding of Confidentiality.

## 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.

Applicants are also required to:

- Adopt Pathfinders program philosophy and engage in training when provided, including WHS.
- First Aid Certificate or willingness to obtain
- Possess a current driver's license
- Possess a current working with children check number and Criminal History Check.

## Enquiries

**Application Enquiries** –Human Resources email [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo) or 0437 695 129

## Guide for applicants

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

Pathfinders encourages applications from people who identify as Aboriginal and/or Torres Strait Islander descent

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).
1. Please email applications to [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo)

## 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.



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### Job Package

#### OoHC Interim Care Model (ICM) House Leader

Full Time- 38 Hours a week

<b>Position Title:</b>	OoHC Interim Care Model (ICM) House Leader
<b>Responsible to:</b>	OoHC Area Manager
<b>Position Status:</b>	Full time - 38 hours a week but will include some after hours from time to time.
<b>Salary:</b>	Salary package will be <b>Level 5.1</b> negotiable on qualifications, skills and experience under the SCHADS Award. Salary Sacrifice available.

### Purpose of position

The ICM House Leader will be responsible for all day to day operation of the ICM house, including managing house budgets, developing routines, meal planning, grocery shopping, planning of activities and engagement with community and encouraging education and skill development of the young people.

The ICM House Leader will liaise with caseworkers, Team Leader and external and internal stakeholders and assist in developing programs promoting the health, wellbeing and skill development of young people aged between 9 to 14 years of age.

The ICM House Leader will be the central contact person for funding bodies, stakeholders and caseworkers of the young people in the ICM home.

The ICM House Leader will develop routines and structure into the home to ensure young people in the ICM placement can achieve positive outcomes as well as engage within the community to build positive networks to continue developing skills in a wide range of areas.

The ICM House Leader will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW. 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 SIL Coordinator will also be required to build strong relationships with Aboriginal agencies to support and strengthen families and cultural connections

## Reporting relationship and accountabilities

The ICM House Leader will:

- Be responsible to the Area 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 ICM House Leader and the Staff Code of Conduct

## Specific tasks and responsibilities

The ICM House Leader will:

- Support and work alongside a team of OOHC staff to provide a caring, stable and structured care environment for Children and Young People who have challenging behaviours and low, medium to high support needs in accordance with Pathfinders Policy and Procedure, Philosophy and Principles and the NSW OOHC standards.
- Assist with the Development of 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 Pathfinders OOHC programs.
- Support a team of staff who work effectively together.
- Work closely with all stakeholders.
- Provide accurate and timely plans and reports to both internal and external stakeholders.
- Comply with all funding body requirements.

- Participate and contribute to the effectiveness of the OOHC ICM program including:
  - a. ensure appropriate support and assistance is provided to Young People who have experienced abuse / neglect, trauma, separation, grief and loss and who present with challenging behaviours; participate in supporting Young People within the ICM program to develop social skills, problem solving and independent living skills as appropriate to their age and stage of development and
  - b. support the development and delivery of Behavioural Management Plans to Young people in the ICM program.
- Participate in the development and maintenance of appropriate and accurate client files, statistical data collection and retrieval systems, including AIMS, and general administrative systems to ensure the successful operation of the program.
- Participate in the schedule of regular team meetings to support Young people in the ICM program.
- 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 ICM program at each unit and make suggestions and recommendations on expenditure on an ongoing basis.
- Assist with the maintaining of appropriate data collection systems for ICM programs and clients.
- Attend regular supervision with the OoHC Area Manager.
- Investigate and report to OOHC Area Manager 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 Pathfinders 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.
- Undertake all required reading and training.
- Be familiar with all relevant legislation, reportable conduct processes and complaints procedures, etc.
- Positively encourage service users and other agencies to provide feedback.

- Contribute to the development and maintenance of a positive, supportive and collaborative team environment.
- Know and adhere to all Pathfinders Policies and Procedures. Contribute to the Office of the Children's Guardian's Accreditation Procedure and File Audit Process.
- Maintain professional standards of practice contained in the Personnel, Professional Conduct Policy.
- Work within the Code of Conduct and Ethics at all times.
- Address any challenges in the workplace as they arise in accordance with Pathfinders OOH Program Dispute Policy and Procedure.
- Undertake safe work practices in keeping with WH&S policy to ensure the safety and security of children, young people, staff and visitors.
- Advocate for children and young people in the service sector
- Perform other duties as directed.

## 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.

## Pathfinders Vision

The Pathfinders vision is to develop thriving communities in which all people can fully participate and develop freely through mutual trust and acceptance. We see this being achieved through collaborative strategies and best practices, a strong and respectful workforce, and advancing bold and progressive ideas and policies

## Pathfinders Mission

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.



## 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 based on religion, gender, race, sexuality or disability
- Quality service provision based on 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, North West Tablelands and Mid North Coast

Pathfinders is now located in offices across the New England and North West Region and the Mid North Coast of NSW.

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 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 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

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**Employee Signature**

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**Date**