

# Position description



<b>Title:</b>	<b>Clinical Specialist – Sibling Support and Placement Service</b>
<b>Business Unit:</b>	<b>Children, Youth and Family Services - Home Based Services</b>
<b>Location:</b>	<b>280 Thomas Street, Dandenong, VIC, 3175</b>
<b>Employment type:</b>	<b>Full time contract to 30 June 2019</b>
<b>Reports to:</b>	<b>Coordinator - Sibling Support and Placement Service</b>

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the services and advocacy arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services. We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

The Sibling Support and Placement Service is a South Division initiative that has been developed to provide greater and more flexible support to sibling groups in out of home care, particularly foster and kinship care. Uniting, the Victorian Aboriginal Child Care Agency (VACCA) and Alfred Health Child and Youth Mental Health Service (CYMHS) are in partnership to deliver this service which has the following components:

1. New Sibling Foster Care placements;
2. Development of Therapeutic Treatment/ Support Plans and provision of tailored support to new sibling groups entering out of home care;
3. Development of contact plans for all existing sibling groups in out of home care who are not placed together;
4. Training in developing, reviewing and embedding sibling contact plans in practice;
5. Consultation role around existing placements and contact arrangements for sibling groups;
6. Flexible funding to support new sibling placements and sibling contact plans.

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# Position description

## Clinical Specialist



The primary role of the Clinical Specialist is to provide support to and develop therapeutic treatment/support plans for new sibling groups entering into out of home care and facilitate specialised training for carers, placement providers and other relevant professionals. This will be in line with appropriate practice standards and frameworks.

Additionally the Clinical Specialist will strengthen the practice skills and knowledge of staff and to lead a practice culture that is evidence based and integrates theory and research into practice in the Sibling Support and Placement Service. The Clinical Specialist will work collaboratively with service staff to strengthen case practice, to provide effective service delivery and to support staff in their work. This dynamic senior practice leadership role provides expert case practice advice in regards to the Sibling Support and Placement Service.

The Clinical Specialist will work closely and collaboratively with stakeholders to deliver key competencies for the Sibling Support and Placement Service.

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### Scope

**Budget:** Nil  
**People:** Nil

### Relationships

**Internal:** Children, youth & families staff, Support & foundation staff  
**External:** Clients, Carers, Families, Advocates, Government funding bodies

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### Key responsibility areas

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#### Service delivery

- Lead the development of practice excellence for staff, carers, placement providers and other relevant professionals.
  - Provide specialised therapeutic guidance to key stakeholders through consultations and the development of therapeutic plans
  - Ensure that the voices of clients, families and carers/volunteers are heard and acted on.
  - Deliver high quality learning and development to staff, carers, placement providers and other relevant professionals.
  - Deliver services that comply with relevant funding agreements, accreditation and program standards and are in accordance with relevant legislation, policies and procedures.
  - Deliver services that meet all relevant performance and outcome indicators.
  - Explore and develop new service opportunities through service integration and collaborative partnerships.
  - Develop and maintain effective relationships with key stakeholders including clients, families, peak bodies, community service organisations, relevant professionals and state and federal government.
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**Leadership/Teamwork**

- Provide effective practice leadership and support to Uniting staff by:
- Modelling behaviours integral to Uniting’s values and good people management
- Working in partnership with the team
- Providing guidance and expertise in relation to high risk cases and challenging issues
- Integrating theory into practice and implementing reflective practice for continuous improvement in professional practice
- Be instrumental in the Sibling Support and Placement Service and client service delivery
- Prepare, to a high standard, therapeutic treatment/support plans for sibling groups containing informed comment, reasoned recommendations and clear alignment with legislative requirements and program standards
- Provide a highly specialised professional service to clients, carers, staff and other service providers
- Establish and maintain effective working relationships, ongoing communication and successful negotiations with all key stakeholders both internal and external including engagement of clients, families, carers, staff and external stakeholders in the delivery of the work
- Be clear about accountability and responsibility for decisions and involve partners in joint problem solving, whilst monitoring the impact this approach has on the desired outcome
- Provide authoritative advice and expert opinion
- Deliver high quality learning and development activities education to staff, staff from other agencies, other professionals, clients and their families to increase awareness, knowledge and skills
- Represent Uniting within the external environment and effectively influence policy, program development and case outcomes
- Foster and facilitate a culture of practice excellence
- Ensure compliance with all relevant agreements, standards, policies and procedures
- Meet key performance indicators around your performance and delivery to ensure quality client outcomes
- Keep accurate and complete records of work activities in accordance with legislative requirements and Uniting policies
- Be aware of issues faced by Aboriginal clients through awareness of Aboriginal culture and identity and work collaboratively with Aboriginal communities to achieve positive outcomes
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Uniting’s occupational health and safety (OHS) policies and procedures
- Expert understanding of theories and practice frameworks as they relate to Uniting’s suite of services
- Expert knowledge and ability to embed in practice, the core responsibilities and principles underpinning the relevant legislation e.g. Children Youth and Families Act 2005, Disability Act 2006 and relevant policies and procedures
- Expert knowledge of the Uniting programs and relevant sectors and systems

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**Technical Capability**

- Expert understanding and skill in applying relevant practice models in undertaking assessments, decision-making, planning and interventions
- Experience in initiating, preparing and presenting case reports for internal and external audiences
- Experience in delivering results that focus on the best interests of the client and achieve positive, long lasting outcomes for clients at an advanced level
- Experience in participating in and conducting reflective practice, applying theoretical frameworks and referring to research and literature to inform case practice and decision-making at an advanced level
- Experience in developing and delivering learning and development activities
- An ability to lead and inspire others to help them focus on what really matters and to strengthen their professional abilities
- Demonstrated verbal and written communication skills
- Demonstrated conceptual, analytical and problem solving skills
- Demonstrated ability to manage multiple priorities effectively, to work under pressure and deliver high quality results consistently
- Demonstrated ability to work in a highly sensitive, complex and dynamic environment
- Demonstrated ability to work in a team environment with limited direction, with a high degree of responsibility and self-management

**Personal accountability**

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

**Performance indicators**

Leadership	Capability Description
Develop Capability	<ul style="list-style-type: none"> <li>• Leads and inspires</li> <li>• Develops themselves and others</li> <li>• Promotes creativity and technical learning</li> </ul>
Deliver Results	<ul style="list-style-type: none"> <li>• Drives achievement of results</li> <li>• Works with others to achieve success</li> <li>• Utilises professional expertise</li> </ul>
Builds Engagement	<ul style="list-style-type: none"> <li>• Communicates effectively</li> <li>• Demonstrates flexibility</li> <li>• Engages others</li> </ul>

Delivery of Operational Excellence	<ul style="list-style-type: none"> <li>• Drives service delivery improvement</li> <li>• Implement operational efficiencies to deliver outcomes</li> <li>• Provides strong effective management to others</li> </ul>
Builds and Maintains Relationships	<ul style="list-style-type: none"> <li>• Works well with others</li> <li>• Effective coaching of others and self</li> <li>• Works well within a team environment</li> </ul>
<b>Organisational</b>	<b>Capability Description</b>
Personal Drive	<ul style="list-style-type: none"> <li>• Displays personal courage</li> <li>• Displays passion to succeed in the role</li> <li>• Demonstrates enthusiasm and commitment</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Complies with WMV policies, procedures, processes and systems</li> <li>• Commits to action</li> <li>• Prioritises work to achieve outcomes</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>• Embraces change</li> <li>• Demonstrates self management</li> <li>• Builds support/networks in their role</li> </ul>
Positive Workplace Culture	<ul style="list-style-type: none"> <li>• Works cooperatively and effectively with others to create a performance based culture, set goals, resolve problems, and makes decisions that enhance organisational effectiveness</li> </ul>
<b>Technical</b>	<b>Capability Description</b>
Business Acumen	<ul style="list-style-type: none"> <li>• Uses systems to achieve outcomes</li> <li>• Contributes to program improvements</li> <li>• Demonstrates personal credibility</li> </ul>
Learning into Practice	<ul style="list-style-type: none"> <li>• Demonstrates technical knowledge</li> <li>• Displays professional empathy</li> <li>• Uses resources to achieve outcomes</li> </ul>
Decision Making	<ul style="list-style-type: none"> <li>• Acts proactively</li> <li>• Is focussed on problem solving</li> <li>• Considers problems from different angles</li> </ul>
Working in the Sector	<ul style="list-style-type: none"> <li>• Plans, organises and takes ownership of the situation</li> <li>• Builds organisational skills and responsiveness</li> <li>• Is effective in resolving client needs</li> </ul>

## Person specification

### Qualifications

- Essential: Tertiary Qualifications in Community Services including social work, psychology, behavioral science, nursing, speech pathology, occupational therapy
- Essential: Current valid driver's license

### Experience

- Extensive relevant experience working with vulnerable children, young people, adults and families, in particular sibling groups

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for children and young people
- **Professionalism:** Execute day-to-day activities in a positive, friendly and enthusiastic manner.

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# Position description

## Clinical Specialist



- **Culturally Aware:** Value diversity as a strength and positively utilise diversity
- **Client Focused:** Prioritise needs of clients
- **Communication:** Clear communication skills

### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Vic8toria) and/or Working With Vulnerable People Check (in Tasmania) *prior* to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

### Employee

Name:

Signature:

Date:

### Manager

Name:

Signature:

Date: