



JOB DESCRIPTION FORM

SECTION 1 – POSITION IDENTIFICATION

Position number:	Generic
Title:	Team Leader Child Protection
Classification:	Specified Calling Level 3
Directorate:	Country Services / Metropolitan Services
Division:	District Office
Section:	District Office
Award/Agreement:	Public Service Award 1992; relevant Public Service and Government Officers General Agreement
Location of position:	Various metropolitan and regional locations

SECTION 2 – REPORTING RELATIONSHIPS

POSITION TITLE	CLASSIFICATION
District Director	Specified Calling Level 5
Reports to	
Assistant District Director (may not be applicable dependent on District structure)	Specified Calling Level 4
Reports to	
This position	Specified Calling Level 3

Department for Child Protection

REGISTERED COPY
June 2010

POSITIONS UNDER DIRECT SUPERVISION:

Title	Classification
Various	

SECTION 3 – DEPARTMENT VALUES

<ul style="list-style-type: none">We value respectWe value openness	<ul style="list-style-type: none">We value team workWe value responsiveness
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SECTION 4 – STATEMENT OF RESPONSIBILITIES

The **Team Leader** will work in the areas of child protection, children in care and family support and is responsible for:

Managing a District Team and responding to concerns regarding the safety and wellbeing of children in applying the provisions of the *Children and Community Services Act 2004*.

Supervising team members in child protection case work matters and where necessary, oversees case workers in taking intervention action to promote the safety and wellbeing of children.

Supervising team members in providing case work services to identified families and children in the care of the CEO.

Convening and chairing planning forums for children in the care of the CEO.

Undertaking complex case work activities with the Team as required.

Managing Team resources, assigning tasks and ensures equitable distribution of workload within the Team.

Reporting to the District Director on the activities of the team.

Quality assuring the electronic reporting requirements of case workers in the Team.

Contributing to the planning and management of District activities under the direction of the District Director.

Supervising and supporting team members and liaising with other Team Leaders and District/Departmental staff to ensure sound practice standards are maintained.

Ensuring the learning and development requirements of the Team are maintained.

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SECTION 5 – KEY RESPONSIBILITIES

No	Key Responsibility Area & Related Duties
1	<p>TEAM FUNCTIONS:</p> <p>Child Protection Manages the District Team in responding to reported concerns about a child's wellbeing by making enquiries under Section 31 of the <i>Children and Community Services Act 2004</i> as to whether action is required to safeguard or promote the child's wellbeing.</p> <p>Manages the District Team in conducting and/or leading assessments and investigations on behalf of the Department under Section 32 of the <i>Children and Community Services Act 2004</i> to determine what action should be taken, including assessments, to determine parental or carer capacity to protect the child.</p> <p>Takes intervention action under Section 32 of the <i>Children and Community Services Act 2004</i> if a child is in need of protection under Section 28 and collects evidence, prepares documents and participates in protection proceedings as required under the <i>Children and Community Services Act 2004</i>, Part 4, Division 2 and 3 and Part 5.</p> <p>Manages the District Team in undertaking family and parental assessments to determine parental or carer capacity to protect children who are the subject of an investigation.</p> <p>Provides leadership and supervision to the Team and other District staff on matters concerning the care, safety and protection of children as required.</p> <p>Assists the District Director in providing a high level of professional practice on behalf of the Team to improve the outcomes for the safety and wellbeing of children and other vulnerable people.</p>
2	<p>Children in Care Manages the District Team in complying with the provisions of the <i>Children and Community Services Act 2004</i> Part 4 Division 5 in relation to taking children into the care of the CEO.</p> <p>Manages the District Team in engaging with families and children in care to promote and ensure their safety, wellbeing and development and to supervise team members in this area as required.</p> <p>Supervises team members to ensure that children in care have an up to date Care Plan as defined by Section 89 of the <i>Children and Community Services Act 2004</i> that reflects the current circumstances of the child, promotes their ongoing development and is subject to regular review.</p> <p>Supervises team members in carrying out family assessments in relation to appropriate placement options which may include family reunification, foster placements and leaving care.</p> <p>Assists the District Director in managing children in care and providing supervision to case work staff in this area of work</p>
3	<p>Family Support Manages the District Team in relation to child and family assessments so as to provide support and/or treatment services for families who come to the attention of the Department.</p> <p>Supervises team members in providing planning and services to families that will address child protection issues and strengthen family functioning.</p> <p>Gives direction to team members in developing family capacity to provide safe environments for children and other vulnerable people.</p> <p>Receives direction from the District Director in providing field/community work in the area of family support</p>

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4	<p>Interagency and Community Collaboration Ensures that the Team maintains links and shares information with Government and non-government agencies that may have a statutory role or are providing a service to the Department in protecting children and assisting with their education and health.</p> <p>Liaises with appropriate cultural and Indigenous services and communities that provide an identity for the child/ren or family that the Department is working with towards a goal of strengthening family functioning.</p> <p>Liaises with the Departments contracted service providers and other agencies on behalf of the Team and/or District Director including planning forums and interagency meetings</p>
5.	<p>Administration Ensures that the District Team maintains electronic client records and case management data to Departmental standards.</p> <p>Assists the District Director in the recruitment, supervision and training of other staff as required.</p> <p>Ensures that the Team contributes to Departmental research and evaluation of services as required.</p> <p>Manages Departmental and Government resources in accordance with Government and Departmental policy. Complies with the Departments Administrative Manual 2009 and the Case Practice Manual.</p>
6.	<p>Other Duties: Ensures outputs are delivered in accordance with Departmental statutory responsibilities, policies and procedures.</p> <p>Contributes to the development and implementation of policy and program framework and manages local projects.</p> <p>Ensures that Departmental client information systems are maintained according to departmental guidelines.</p> <p>Participates in emergency management and response duties as required.</p> <p>Performs other duties as required.</p>

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SECTION 6 – WORK RELATED REQUIREMENTS

ESSENTIAL

Demonstrated:

1. Advanced supervision, management, leadership skills and experience in working in a multi-disciplinary team setting.
2. Advanced skills and understanding of contemporary casework and practice models and methods and their application in working with children, families and communities.
3. Sound understanding of contemporary issues and challenges in the field of child protection and approaches to enhancing child safety and wellbeing.
4. Well developed assessment, analytical and interpersonal skills and the ability to convene and chair planning forums.
5. A tertiary qualification in social work, psychology or a relevant human service area.

SECTION 7 – ESSENTIAL ELIGIBILITY REQUIREMENTS

The occupant of this position will require the following prior to appointment:

Current C or A class drivers licence (Country locations only)

Departmental Record Check

Criminal Record Check

Working with Children Check

SECTION 8 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

DELEGATED AUTHORITY:

(Director or above)

SIGNATURE:

NAME:

POSITION TITLE:

DATE:
