**Job Description Form**

**Team Leader Child Protection**

**(Service Delivery & Statewide)**

**Position Details**

**Position Number:** Generic

**Classification:** Specified Calling Level 3

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Child Protection and Family Support / Various

**Location:** Metropolitan and Regional WA

**Classification Date:**

**Effective Date:** March 2025

**Reporting Relationships**

**This position reports to:**

District Director, Specified Calling Level 6

Director Professional Practice, Specified Calling Level 5

Assistant District Director, Specified Calling Level 4

**Positions under Direct Supervision:**

This position may supervise a small team.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Role Statement**

The Team Leader Child Protection 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.

**Position Duties and Responsibilities**

**1. Child Protection**

1.1 Manages the District Team in responding to reported concerns about a child’s wellbeing by making enquires under Section 31 of the *Children and Community Services Act 2004* as to whether action is required to safeguard or promote the child’s wellbeing.

1.2 Manages the District team in conducting and/or leading assessments and investigations on behalf of the Department under Section 32 of the *Children and Community Services Act 2004* to determine what action should be taken, including assessments, to determine parental or Carer capacity to protect the child.

1.3 Takes intervention action under Section 32 of the *Children and Community Services Act 2004* 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 *Children and Community Services Act 2004*, Part 4, Division 2 and 3 and Part 5.

1.4 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.

1.5 Provides leadership and supervision to the team and other District staff on matters concerning the care, safety and protection of children as required.

1.6 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.

**2. Children in Care**

2.1 Manages the District team in complying with the provisions of the *Children and Community Services Act 2004* Part 4 Division 5 in relation to taking children into the care of the CEO.

2.2 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.

2.3 Supervises team members to ensure that children in care have an up to date Care Plan as defined by Section 89 of the *Children and Community Services Act 2004* that reflects the current circumstances of the child, promotes their ongoing development and is subject to regular review.

2.4 Supervises team members in carrying out family assessments in relation to appropriate placement options which may include family reunification, foster placements and leaving care.

2.5 Assists the District Director in managing children in care and providing supervision to case work staff in this area of work.

**3. Family Support**

3.1 Manages the District team in relation to child and family assessments as to provide support and/or treatment services for families who come to the attention of the Department.

3.2 Supervises team members in providing planning and services to families that will address child protection issues and strengthen family functioning.

3.3 Gives direction to team members in developing family capacity to provide safe environment for children and other vulnerable people.

3.4 Receives direction from the District Director in providing field/community work in the area of family support.

**4. Interagency and Community Collaboration**

4.1 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 protection children and assisting with their education and health.

4.2 Liaises with appropriate cultural and Aboriginal 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.

4.3 Liaises with the Department’s contracted service providers and other agencies on behalf of the Team and/or District Director including planning forums and interagency meetings.

**5. Administration**

5.1 Ensures that the District team maintains electronic client records and case management data to Departmental standards.

5.2 Assists the District Director in the recruitment, supervision and training of other staff as required.

5.3 Ensures that the team contributes to Departmental research and evaluation of services as required.

5.4 Manages Departmental and Government resources in accordance with Government and Departmental policy.

5.5 Complies with the Department’s Administrative Manual 2009 and the Case Practice Manual.

**6. Other Duties**

6.1 Ensures outputs are delivered in accordance with Departmental statutory responsibilities, policies and procedures.

6.2 Contributes to the development and implementation of policy and program framework and manages local projects.

6.3 Ensures that Departmental client information systems are maintained according to Departmental guidelines.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Advanced supervision, management, leadership skills and experience in working in a multi-disciplinary team setting.

2. Advanced skills and understanding of contemporary case work 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.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Appointment is subject to a satisfactory Working with Children (WWC) Check.

3. Appointment is subject to a satisfactory Client and Child Protection Check.

4. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.

5. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.