



POSITION DESCRIPTION

Position Title:	Co-ordinator – Gympie Residential Home
Department/Location:	Gympie
Employment Status (Full-time/part-time/casual/fixed term):	Full-time
Reports To:	Manager
Direct Reports:	Team Leader
Key Relationships/Interactions:	Internal: Service Manager, Senior Co-ordinator, Residential Care Workers, Foster Care Workers.
	External: Children in Residential, Department of Child Safety, Other Stake Holders, Networking Forums.

About Spiritus:

Our Vision

To create a more caring, just and inclusive society consistent with the teachings of Christ.

Our Mission

As a caring ministry of the Anglican Church we will:

- enrich people’s lives through compassionate service and advocacy for social justice in partnership with communities and parishes;
- respond with innovation and courage to the needs of our community, especially those most at risk; and
- demonstrate a passionate and determined commitment to excel as leaders in quality caring service.

Our Values

Dignity: We accept, value, encourage and empower others to pursue their personal goals

Respect: We exhibit profound respect, integrity and humility in all our relationships

Care: We demonstrate thoughtful stewardship and take personal responsibility in all we do

Joy: We actively embrace opportunities to share, and experience, hope and happiness

Our Environment

Spiritus is an Anglican not-for-profit organisation providing caring and supportive services in partnership with government and other support organisations, to respond to identified needs in our community.

Spiritus is committed to enacting a Christian response to social and community welfare issues and aged and community care needs, particularly with respect to disadvantaged members of the community. Whilst serving the community as a whole we value and respect the needs, rights and personal choices of the individual.

Spiritus is the name for all services operating within the Anglican Community Services which was formed by the combination of St Luke’s Nursing Service, Anglican Care of the Aged and Anglicare Southern Queensland.

The Anglican Community Services Commission (ACSC) operates under a Diocesan Governance Canon defining its role in terms of Corporate Governance, Strategic Direction of the organisation and the regulation of

Management, and reports to the Archbishop in council. The Canon authorises the ACSC to operate in the areas of community welfare, social justice, health, aged and community care.

All Spiritus services are enhanced and supported by a centralised Shared Services structure

Position Statement / Overall Purpose:

The Co-ordinator Gympie Residential Home's major responsibility is to coordinate, develop and oversee the operation of the Gympie Residential within Spiritus.

The Co-ordinator Gympie Residential Home is also responsible for ensuring that the program remains suited to the needs of the children in residence.

The Co-ordinator Gympie Residential Home will work in accordance with the values of Spiritus and support core business by providing guidance and advice within this position's specialty area.

Key Selection Criteria: (includes education, experience, skills and knowledge required)

Essential:

- Degree in Social Work, Social / Behavioural Science / Psychology.
- Demonstrated management and leadership skills.
- Demonstrated knowledge of child development and behaviour management and experience working with children and families who have experienced abuse.
- Experience in and / knowledge of the provision of residential care.
- Ability to work as a member of a team.
- Well developed communication and negotiation skills.
- Commitment to ongoing professional development.
- Driver's Licence.
- An appreciation of the Christian philosophy of Anglicare and the willingness and ability to work within it.

Desired:

- Experience in or an ability to develop skills in financial management of programs.
- Experience in relation to the development of therapeutic plans and the implementation of strategies managing aggressive and violent behaviour.

Key Accountabilities and Responsibilities:

The Coordinator is responsible for:

- Program development
- Oversight of care of children residing in the Gympie Home
- Therapeutic involvement with children leading to their reunification with their families or transition into long term foster care placement
- Staff leadership and management
- Reporting and financial management of the residential
- Promotion of the program

I. Program Development

- Ensure the program remains suited to the needs of the children in residence.
- Ensure the caring processes
 - are developmental;
 - address the spiritual, social, physical, emotional and educational needs of children.
- Monitor and evaluate the program:

- ensure statistics and relevant records are maintained.
- Develop procedures for referral of children – in consultation with Department of Child Safety.
- Develop and review program operating procedures.

2. Care for Children

- Ensure that the spiritual, social, physical, emotional and educational needs of children are addressed within the program and in the plans for children formulated in consultation with Department of Child Safety.
- Ensure admission conferences, review meetings and discharge meetings occur regularly.
- Provide a professional viewpoint on:
 - placement / matching of children to the program;
 - case plans and reviews;
 - outcomes for children and families.
- Ensure that individual care plans are developed and implemented for all children.
- Facilitate the development of healthy relationships between families and children in care.

3. Work with Children

- In accordance with children's case plans, work closely with Department of Child Safety staff to
 - identify possible reunification plans for children
 - when appropriate work with children and their families to assist in the reunification process
 - where necessary work closely with foster carers in integrating children into long term foster care placements.

4. Staff Leadership and Management

- In conjunction with the Manager, recruit and select staff for Gympie Residential Home.
- Provide supervision for staff.
- Promote continued professional development of staff.
- Facilitate training opportunities for staff.
- Oversee the development of staff work rosters.
- Ensure team meetings occur regularly.
- Undertake staff Performance Development and Review.
- When appropriate supervise students on placements.

5. Reporting and Financial Management

- Assist in the preparation of the budgets.
- Monitor expenditure.
- Oversee purchasing of plant, equipment and consumables.
- Oversee ongoing maintenance of the Residential.
- Monitor vehicle use.
- Ensure asset registers are maintained.
- Maintain appropriate reporting in accordance with Licensing requirements.
- Maintain appropriate relationships and reporting mechanisms:
 - within Spiritus
 - with Department of Child Safety.

6. Development of Networks and Promotion

- Proactively promote residential care –
 - develop an understanding of how residential care contributes to family support;
 - educate the community about the importance of children, their needs, child protection issues.
- Work with government agencies in extending resources for Child Protection programs.
- Participate in appropriate Child Protection networks.
- Participate in appropriate community networks.
- Promote the development of quality services by sharing information and expertise.
- Work within Spiritus to:
 - develop and review program operating procedures and policies;
 - provide professional supervision to peers;
- Continue professional development, and maintain knowledge of current research and practice.

- Develop and participate in the after-hours on-call support of residential workers.
- Establish and maintain collaborative and consultative relationships with Departmental staff in relation to issues related to the efficient and effective operation of residential program.

Delegation of Authority: (Optional section – not required for all positions)

- In accordance with the Spiritus Delegations of Authority Policy.