

## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

<b>Position Number:</b>	1071
<b>Designation:</b>	Manager of Children’s Therapeutic Services
<b>Project:</b>	Children’s Therapeutic Team (CTT)
<b>Location:</b>	Darwin, Palmerston, Katherine and Tiwi Islands
<b>Responsible To:</b>	Director Early Intervention Services, Darwin

### 2. STATEMENT OF RESPONSIBILITY

The purpose of this position is to develop and consolidate a number of children’s therapeutic programs that reach across the Darwin, Palmerston, Katherine and Tiwi Island areas. The manager will be responsible for a small team working across a range of diverse projects in both urban and remote delivery sites. The manager will ensure that the quality of the clinical services within the Children’s Therapeutic Team (CTT) are developed and maintained at a high standard to meet the changing needs of clients and funders as part of Relationships Australia Northern Territory’s (RANT’s) commitment to quality client services. Working partnerships with NTG Territory Families and other funders at the delivery level will be developed and maintained.

The CTT comprises a small number of early intervention programs delivering therapeutic interventions for children who have experienced hurt or trauma and their parents and/or their significant carers. Service delivery includes individual, family and group-work with a focus on early response and prevention strategies aimed at the needs of vulnerable children and families. The eligible age range for the children varies depending on the program they sit within; either 0-12yrs or 10-18yrs.

The manager will also be willing to participate in and provide leadership, in relation to cultural safety and ‘cultural fitness’.

As a middle management position the manager will work closely with the Director of Early Intervention Services and other Middle Managers working in the broader Darwin Early Intervention Team.

The incumbent and the services provided will be subject to RANT policy, and under the overall direction set by the Executive Board, the Chief Executive Officer and the Director of Early Intervention Services.

## **2.1 SAFEGUARDING CHILDREN & YOUNG PEOPLE**

As your role within RANT requires you to be involved in delivering our service, in addition to meeting your core functions, duties and responsibilities as outlined in this Position Description, you are also required to meet and comply with the behaviour standards outlined in our Safeguarding Children and Young People Practice and Behaviour Guidelines and our Code of Conduct. You will receive a copy of these documents as part of your induction. You can also access a copy of these documents on the organisation's S Drive: Policies and Procedures.

You are required to:

- Sign a commitment statement to our Safeguarding Children Practice and Behaviour Guidelines
- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid and current Working with Children Check
- Undergo a National Criminal History Record check
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people

## **3. KEY EFFECTIVENESS AREAS**

### **LINE MANAGEMENT, SUPPORT AND SUPERVISION OF TEAM**

In order to support the supervision, professional development / training and line management of relevant staff, the position will:

1. Provide individual and group supervision in counselling and other areas of clinical practice as required
2. Provide regular individual and/or group line management meetings for the CTT
3. Coordinate the provision of training, group supervision administrative and line management practices within the CTT

#### Key Result Areas

- Evidence of development of high quality therapeutic professional standards in program areas through professional development and supervision which fulfils RANT's policy and approval requirements
- Evidence of team leadership and development in the delivery of line management and administrative components of organisational support for staff

## **PROGRAM DEVELOPMENT / SERVICE DELIVERY**

1. Oversee protocols and practices for service delivery as outlined in the applicable service agreements
2. Implement culturally appropriate Australian Institute of Family Studies (AIFS) evidenced based program interventions where possible and relevant
3. Evaluate and review practice, adjusting it to best meet the needs of clients within the program objectives
4. Instigate and undertake specialist service development that expands the range of services available and identifies new market opportunities
5. Ensure that the Children's Therapeutic Services:
  - a. Apply the 'Practice Framework for Working with Children and their Families' developed by Australian Childhood Foundation for RANT
  - b. Conform to RA National and RANT standards of practice
  - c. Conform to service agreements
  - d. Enhance the reputation of RANT in the community
6. Participate in meetings called by the Facilitating Partners, as required
7. Plan, lead and develop the annual Children's Therapeutic Services (CTS) operational plan with the Children's Therapeutic Team and ensure it sits within the overall strategic plan for RANT
8. Meet regularly with the Director of Early Intervention Services for support and line management and to discuss and implement program aims and objectives
9. Access appropriate and relevant professional development opportunities that will enhance the organisation's capacity to implement this project

### Key Result Areas

- Funding body goals, milestones and KPI's are achieved
- Programs deliver AIFS Evidenced Based interventions that are culturally appropriate and relevant
- Therapeutic work is effective, culturally appropriate and meets the needs of the target group
- Opportunities for expansion of the range of services have been identified and developed as appropriate
- Evidence that the CTS meets all quality service practice and organisational standards
- CTS annual operational plans are developed and implemented
- Evidence of regular consultation with the Director of Early Intervention Services
- Incumbent maintains high-level professional capabilities
- Evidence of participation in professional development activities

## **REPRESENTATION/LIAISON**

1. Promote a positive image of both the organisation and the project in the community
2. Maintain active liaison and consultation with Government services and other professionals within the NT
3. Promote RANT's services where appropriate, through professional and community networking, presentations, and other general public relations and promotional activities

## Key Result Areas

- RANT and the CTS maintain a high profile in the community
- Evidence of a high level of involvement with other agencies and professional personnel in the sector
- Evidence of promotional support being provided for each project, such as information, posters, flyers/pamphlets

## **ADMINISTRATION**

1. Carry out the policies and decisions of the Executive Board and the Chief Executive Officer
2. Participate in organisational meetings as required
3. Coordinate general administration of the CTS including the writing of reports, submissions and correspondence when required
4. Maintain appropriate records
5. Ensure Administrative procedures e.g. timesheets and vehicle use are followed by staff.
6. Utilise computer systems to maintain Penelope and Data Exchange (DEX) records and to access RANT communication systems and information
7. Such other duties as the Director of Early Intervention Services approves

## Key Result Areas

- Adherence to smooth implementation of RANT policy, guidelines and procedures
- Effective and efficient operation of the administrative functions of the Children's Therapeutic Services
- Reports meet the needs and deadlines of the funding body
- The economy of operation of the service is monitored and budgets met
- Computer system records accurately reflect activities and outcomes
- The Director Early Intervention Services Darwin is provided with appropriate information, as requested

## **4. SELECTION CRITERIA**

### Essential Qualifications:

1. Tertiary qualification in Social Work, Psychology or Counselling/Therapist equivalent
2. Eligibility for APS, AASW membership or other equivalent counsellor/therapist professional membership

### Desirable Qualifications:

3. Qualification in Middle Management and/or Clinical Supervision

### Essential Knowledge & Skills:

4. Demonstrated leadership and team development skills with the ability to manage a range of diverse projects across both urban and remote delivery sites

5. Demonstrated experience in management of staff including recruitment, retention and industrial relations issues and challenges
6. Demonstrated comprehensive ability to provide and monitor the clinical supervision of staff
7. Experience working therapeutically with children and families in a professional setting OR Post graduate qualifications in early childhood development/therapeutic responses for children
8. Knowledge and understanding of trauma-informed practice including theories of child development, trauma theory and attachment theory
9. Experience in the provision of culturally sensitive services to Aboriginal people
10. Ability to undertake professional and community liaison and networking with the community, service providers and government agencies
11. Ability to work with the principles of confidentiality and other policies guiding the values and ethos of RANT
12. High level skills in project development and understanding of contracting arrangements

Special Conditions:

- Possession of a current NT Driver's Licence (Manual licence highly desired).
- Willingness and capacity to travel to regional and remote areas
- Willingness to undergo a Criminal History Check
- Appointment to the position will be subject to an Ochre Card attainment

***It should be noted that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.***

## **Basic Employment Conditions**

### **Position: Manager of Children's Therapeutic Services, Darwin & Remote**

<b>Start Date:</b>	ASAP
<b>Probationary Period:</b>	6 months
<b>Place of Employment:</b>	Darwin, with some remote travel
<b>Salary:</b>	<p>\$88,936.38 per annum (Level 7 Pay Point 1) dependant on qualifications and experience</p> <p>As a Public Benevolent Institution (PBI) RANT can offer up to \$15,899 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)</p>
<b>Superannuation:</b>	9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
<b>Hours of Work:</b>	Monday to Friday, 8.30am - 5.00pm, with some flexibility required
<b>Relocation Assistance:</b>	Relocation assistance is available under certain circumstances. Please visit <a href="https://www.ntphn.org.au">https://www.ntphn.org.au</a> for further information
<b>Annual Leave:</b>	5 Weeks per annum. Leave loading of 17.5% will be payable on annual leave. Plus an additional 3 days of leave (without Leave Loading) between Christmas and New Year during the RANT Office Closure
<b>Personal Leave:</b>	10 days per annum
<b>Professional Development:</b>	Staff development in accordance with RANT guidelines (\$3,000 – total of 10 days PD leave). PD is accessible after three months of continuous service
<b>Staff Wellbeing Allowance:</b>	\$200 per staff member per financial year as part of the organisations commitment to improving the health of its employees, to be paid upon production of receipts
<b>Long Service Leave:</b>	As per the NT Long Service Leave Act
<b>Other:</b>	<p>Ability to obtain a satisfactory Working with Children Clearance (Ochre Card) upon commencement</p> <p>Satisfactory Police Criminal History Check</p> <p>Where a driver's licence is required, evidence of a current NT "C" Class driver's licence or equivalent</p> <p>A commitment to RANT's Safeguarding Children Practice and Behaviour Guidelines</p>