

POSITION DESCRIPTION

Position Title	Team Leader – Youth Homelessness & Family Support
Department	Leadership Team
Location	Shepparton or Split Shepparton/ Seymour/Wallan as negotiated
Classification	SCHADS Award range 6 – Level commensurate with Qualifications and Experience
Employment Status	Full Time, Permanent – 37.50 hours
Reporting to	Senior Manager – Youth & Family Support

Organisational Overview

The Bridge Youth + Family Service (TBYFS) plays a key role across the Goulburn Valley in youth support and advocacy. With offices located in Shepparton, Seymour and Wallan, TBYFS delivers services and supports to young people and their families with a particular focus on those from marginalized and/or disadvantaged backgrounds but with a philosophy that includes the provision of services to all young people. TBYFS offers a range of programs funded by government, private foundations and the local community. Programs focus on a diversity of issues and services include placement prevention, family reconciliation, family mediation, antenatal, parenting, housing support, mentoring and education support. For more information visit our website: www.thebridge.org.au.

Our Vision: By 2027 young people in our local community are resilient, connected and celebrated.

Our Mission: We nurture safety and wellbeing through a responsive model of care so that young people can look towards the future with optimism.

Guiding Principles:

- In diversity there is beauty and there is strength.
- Alone we can do a little; together we can do so much.
- Be curious always. For knowledge will not acquire you; you must acquire it.
- The value of an idea lies in the using of it.
- Stronger connections provide new opportunities and create healthy people, organisations and communities.
- Adaptability requires an open mind and a welcoming of new alternatives.

Our Values



Curiosity & New Ideas



**Diversity, Collaboration
and Collegiality**



Connection & Reach



Flexibility

Role Purpose

Reporting directly to the Senior Manager, the Team Leader is responsible for the delivery, performance, and quality of a range of Youth Support programs delivered by TBYFS.

You will provide supervision, guidance and direction to your team to ensure program goals are delivered and our young people have every opportunity to reach their potential.

The Team Leader is expected to contribute to continuous quality improvement and is an integral part of the Leadership Team.

In addition, this position may be required to deliver a reduced case load and support staff from other teams as required.

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Position Objectives

- Lead Service Delivery within the Youth & Family Support Team
- Successfully deliver services in collaboration with the funding bodies which may include The Department of Education, Department of Families, Fairness and Housing, and philanthropic organisations.
- Ensure all Service Delivery and Financial Brokerage targets are met and report these to the Senior Manager or funding bodies as directed.
- Build and maintain networks and partnerships relevant to service delivery.
- Be operationally informed on all programs delivered by TBYFS.

Key Responsibilities

1. Provide effective leadership, support and regular supervision to your team.
2. Assist staff in the development and on-going review of their individual work plans and professional development plans.
3. Engage in regular supervision with the Senior Manager, attend whole team meetings and undertake annual workplan.
4. Actively participate in all aspects of the Continuous Quality Improvement Committee
5. Manage referrals including the allocation of cases to workers at TBYFS
6. Manage staff across numerous sites – this will include regular attendance at other sites.
7. Assist with the Senior Manager with the facilitation of regular Team Meetings.
8. Work collaboratively with and manage partnerships with other organizations, networks and funding bodies.
9. Provide reports in agreed format/timeframes to funding bodies and Senior Manager.
10. Work within the philosophy and Code of Conducts of TBYFS at all times.
11. Work on projects as determined and required by the Leadership Team.

Key Selection Criteria

1. Tertiary qualification in Youth Work, Social Work or other relevant discipline.
2. Demonstrated high level communication and interpersonal skills, including verbal, written, and negotiation.
3. Demonstrated leadership capability including sound judgement, emotional intelligence, effective self-management, and the ability to model professional behaviour to staff.
4. Management skills for example; experience in the development and implementation of new services; and/or development and maintenance of positive external relationships and partnerships; ability to oversee program brokerage; ability to oversee client targets; report writing.
5. Comprehensive understanding of youth vulnerability including the social, developmental, systemic, and environmental factors impacting young people at risk, and the ability to apply this knowledge in service delivery and staff guidance.

Hours and Conditions

Hours per week as outlined in Contract. Terms and condition according to the relevant Industry Award according to qualifications and experience.

We are a family friendly organisation and offer an attractive remuneration package including significant salary sacrificing benefits and paid leave for all staff when our office closes between Christmas and New Year.

Additional Requirements

You must have a:

- Current driver's license
- Current Working with Children Check

We are a Child Safe organisation. The position is subject to a successful Police Check and ongoing employment is subject to a six-month probationary period.

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The Bridge Youth & Family Service commits to protecting the safety and security of children and young people and has zero tolerance for child abuse or discrimination.

We are committed to promoting the cultural safety of Aboriginal children and young people, cultural safety of children from diverse culturally and/or linguistically backgrounds, and to providing a safe environment for children and young people with a disability or who are part of the LGBTQIA+ community.

The Bridge Youth & Family Service actively works to listen and empower children and young people and has systems to protect them from abuse.

The Bridge Youth & Family Service will take all allegations seriously and will respond to them in line with the Victorian Child Safe Standards, DFFH Human Service Standards mandatory reporting and our organisation's internal policies and procedures.



Signature: _____

Name: _____

Date: _____