

POSITION DESCRIPTION

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| Position Title | Caring Dad's Manager |
| Program | Prevention and Recovery Services |
| Employment Status | Full time |
| Tenure | Permanent |
| Classification | Contract |
| Position reports to | General Manager, Prevention & Recovery Services |
| Location | Heidelberg and Thomastown; on the lands of Wurundjeri People |

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people, and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Purpose

Every day we will work together to improve the life trajectories of children and young people and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the Caring Dad's Manager is to work in partnership to provide effective, efficient, and professional operational management of the Caring Dads program within the Prevention and Recovery Services.

Caring Dads is an early intervention program developed in Canada by the University of Toronto and Changing Ways; for fathers who have physically abused, emotionally abused, or neglected their children, or exposed their children to domestic violence or who are deemed to be at high-risk for these behaviours.

The main focus will be:

- Manage day to day operations of the Caring Dads program service delivery facilitator training, clinical governance, and research partnerships.
- Line management, support, and supervision of the Caring Dads Team Leader.
- Support a culture of collective leadership and provide daily leadership to embed the Kids First's vision and strategic plan.
- Support integrated practice and integration of services across Kids First
- Represent Kids First at key internal and external related meetings.

Organisational Relationships

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| Supervisor | General Manager, Prevention & Recovery Services |
| Direct Reports | Up to 5 Team Leaders |
| Internal Relationships | <ul style="list-style-type: none">• Caring Dads facilitators/trainers/clinicians/practitioners• Managers & Senior Leadership Team• The Executive team• Chief Executive Officer• Executive Team• Direct Reports• All staff |
| External Relationships | <ul style="list-style-type: none">• Family Safety Victoria• Department of Families Fairness and Housing• Key Stakeholders including, government, corporate, community and fundraising/ philanthropic stakeholders• Professional networks |

Key Responsibilities

Leadership

- Ensure the fidelity and integrity of the Caring Dads Program is maintained, as the intermediary for Australia, underpinned by sound operational and clinical governance.
- Provide management and supervision of up to 5 direct reports to drive your programs practice and business objectives.
- Develop and maintain sophisticated partner and stakeholder relationships, inclusive of those with agencies Kids First subcontract Caring Dads to i.e., Anglicare.

- Managing, coaching, and mentoring for staff development to required professional standards and for the support of the agency.
- Accountable for implementing and ensuring all services within the stream achieve performance targets aligned to practice standards, service agreements, organisational plans, budgets, and staffing establishment.
- Implement strategies to engage, develop and retain high performing staff.
- Positively influence and contribute to a service and team culture that focusses on meeting the client's goals using evidence informed practice.
- Ensures Kids First values are reflected within the culture across all programs.
- Participation in all relevant internal and external stakeholder meetings
- Participation in Kids First and Client Services Leadership groups and relevant Kids First meetings
- Attendance to regular line management supervision
- Actively ensure all Kids First staff comply with legislative and organisational requirements in terms of quality and risk management.
- Represent and advocate for the program on relevant committees, groups, and networks in consultation with the leadership team.

Service Delivery

- Support staff to provide high quality practice and training, that is flexible and responsive.
- Provide supervision and support regarding day-to-day case direction and review, as required.
- Work with all Kids First staff to identify and resolve operational and service delivery issues as they arise.
- Provide sound judgement and authoritative advice on risks, priorities, and operational matters.
- Support service delivery and ensure that policies and procedures, standards and guidelines are understood and adhered to by staff.
- Model integrated approached and behaviours integral to ethical service delivery and practice.
- Overseeing, monitoring, and delivering projects to respond to service delivery needs, and ensuring they are delivered in accordance with relevant legislation and government regulations and guidelines.

Administration and Financial

- Support the maintenance of timely accurate statistical data as required by Kids First and relevant funding bodies.
- Manage the provision of data and information required for reporting.
- Manage all payroll and leave administration for the Caring Dads program staff.
- Attend and facilitate regular team meetings and other forums as required.
- Actively seeks out opportunity to build services in collaboration with the General Manager, Prevention & Recovery Services.

Human Resources

- Support the recruitment and induction of appropriate staff to provide high quality service delivery to children, young people, and families.
- Provide supervision to specified staff according to the Kids First Supervision Policy, monitor workloads, provide annual staff appraisals and professional developing planning.
- Support staff after any critical incident.
- In conjunction with Kids First People, Culture & Performance department; identify and be responsible for ensuring a high level of professional development for staff and ensure that all staff receive appropriate development and training opportunities.
- Convey the application of Kids First's Values through modelling behaviour and using Strategic Goals to guide work practices and service development.

Quality and Risk Management

OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.
- Actively ensure all Kids First staff comply with legislative and organisational requirements in terms of quality and risk management.
- Embed a strong culture of continuous improvement across Caring Dad's program within Kids First.
- In conjunction with General Manager – Prevention & Recovery Services, implement quality improvement activities.

Capability Framework – key selection criteria

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| Formal Qualifications | <ul style="list-style-type: none">• A tertiary qualification in Social Work or related field• Family Violence training is highly desirable |
| Skills & Experience | <ul style="list-style-type: none">• Demonstrated 5+ years of professional experience and skills in operational management.• Demonstrated experience in motivating and supporting staff in a change and reform environment• Demonstrated understanding of policy and practice in the sector with strong skills in building partnerships and negotiating quality outcomes• Demonstrated experience in the implementation of continuous improvement and professional development activities for child and family services• High level organisational skills in change management and practice development• Sound report, policy and procedure development and writing skills• Sound financial/budget management experience• Excellent communication and interpersonal skills• Ensure that child safety practices are embedded into all programs• Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies |
| Other Selection Criteria | <ul style="list-style-type: none">• Current Victorian Working with Children Card• Willingness to undertake a Police Check• A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.• Demonstrated understanding of the issues involved in working with cultural and linguistic diversity (CALD), including cultural safety |

Inherent Physical and Psychological Demands

| Activity | Frequency – Daily Regular Occasional |
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| Managing competing priorities | Daily |
| Computer based activities | Daily |
| Interact with clients who may display physically or verbally challenging behaviour | Sometimes |
| Exposure to families who have experienced family violence | Daily |
| Exposure to clients who have used family violence | Daily |
| Supporting and managing staff to work with complexity and trauma | Daily |
| Driving | Occasionally |
| Walking, climbing stairs, bending | Sometimes |
| Out of Hours Work (evenings) | Sometimes |