



POSITION DESCRIPTION: Manager/Coordinator Barwon Region Programs

INTRODUCTION TO TWEDDLE SERVICES:

Tweddle is located in Footscray and offers a range of specialist early parenting programs to families who are experiencing difficulties with parenting their children up to school age. Programs include residential, day long and sessional groups delivered at Tweddle or in local communities, collaboratively with local government, community organisations or health services. Staff may be required to work across programs and in various locations.

Tweddle is a Child Safe Organisation.

POSITION SUMMARY:

Reports to: Director Clinical Services/Nursing (DSC/N)

Reports in: Home Parenting Education Support (HoPES) team members
 Geelong Day Stay team members

Responsible for managing and coordinating the implementation and delivery of the new HoPES program. The role will provide support to HoPES team members in the delivery of home based parenting services to families in the Barwon Region. HoPES is provided to vulnerable children and families who are referred from Western Region Child Protection. The service focuses on the parents' capacity to care for and protect their children whilst providing intensive therapeutic home based parenting education and support.

The role will also provide management to the Geelong Day Stay program and will support the Team Leader of Geelong Day Stay program in the delivery a once per week program, in an efficient and effective manner and in accordance with funding requirements. The role will provide supervision and support to Registered Nurses and/or Early Parenting Practitioners in the delivery of centre based parenting services to families.

The Manager/Coordinator Barwon Region Programs ensures the effective and efficient utilisation of resources for both Barwon based programs in the provision and delivery of high quality parenting services to families and delivery of early parenting programs that meet staff, client and stakeholders objectives. The position supports the smooth operation of Tweddle services through provision of high quality nursing services.

KEY SELECTION CRITERIA:

Mandatory: Tertiary Qualifications in a relevant field including Social Work, Nursing, Psychology or equivalent
 Experience in working with families who have multiple and complex issues including relationship difficulties.
 Strong clinical knowledge, in particular, an understanding of infant mental health and attachment

Desirable: A strong preference will be given to a Maternal Child Health Nursing qualification
 Understanding of working within the DHHS Best Interest Practice Framework
 Established experience in working in partnership with families

An understanding of, or ability to identify, the range of services available in the community sector to support families
 Experience in staff supervision

KEY RESPONSIBILITIES:

Position Responsibilities & Duties		Measurable Outcomes
Clinical Role	<p>Manage and coordinate all aspects for the delivery of Barwon Region Programs.</p> <p>Ability to work in collaboration and negotiate with key stakeholders (in particular families and clinical staff) to ensure comprehensive assessments and clinical planning considerations are effectively identified and translated into individual tailored care planning and interventions to address issues or concerns.</p> <p>Ability to lead and support work with families from diverse backgrounds in a respectful and culturally sensitive manner, recognising different parenting practices and the need for a flexible and innovative approach to parenting support.</p> <p>Ability to form effective partnerships and support the clinical work with families within a multidisciplinary team to build the capacity of parents to meet the child’s health, safety and developmental needs, and to build self-resilience through linkages to community and health supports to meet complex family needs and circumstances.</p> <p>Ability to support the direct work of clinical staff in the delivery of evidence based programs, using a</p>	<p>Demonstrates ability to plan, implement and allocate resources (including appropriate matching of staffing expertise to family need) for the successful delivery of the Barwon HoPES and Geelong Day Stay Programs, evidenced by meeting targets.</p> <p>Demonstrates ability to work in collaboration with families, clinical team and other professionals to develop care and discharge plans and interventions that best meet the individual needs of families. This includes identifying where a caregivers behaviour may place a child at unacceptable risk and ensuring this is conveyed through care planning discussions with the carer and other clinical staff.</p> <p>Demonstrates a commitment to culturally sensitive practices and to maintaining cultural competence. Evidence of leading and supporting practice approaches that demonstrate innovation and flexibility to ensure sensitivity to individual cultural needs where this does not compromise child safety.</p> <p>Demonstrates an understanding of the principles of the Family Partnership Model and working from a strengths based approach with families. This includes evidence of supporting staff in developing care plans and interventions that are tailored to meet the specific needs of the child and their family. This evidence includes identification of appropriate referral pathways to services within the broader community including evidence of seeking secondary consultations.</p> <p>Demonstrates an understanding of evidenced based knowledge of parent/child attachment and other early parenting issues</p>

	<p>trauma lens to identify issues of risk and protection.</p> <p>Lead, coordinate and delegate during critical incidents that involve clients who are part of the HoPES program, for the protection of all clients and staff.</p> <p>Provide effective leadership to HoPES program clinical staff including liaison with DHHS Child Protection key staff.</p> <p>Ensuring that client rights and needs are being met.</p> <p>Collate and maintain high quality documentation. This includes obtaining input from families together with other key stakeholders, as part of Tweddle's documentation requirements and the Research and Evaluation framework.</p>	<p>which may influence the care environment and is evidenced in care plans and appropriate interventions that meet the family's needs to address any concerns.</p> <p>Critical incidents are managed effectively and efficiently. All involved staff are provided with after care support as required and deemed appropriate to their individual circumstances.</p> <p>Evidence of leadership support and guidance to the Early Parenting Practitioners, DCS/N and key stakeholders ie. Families and DHHS.</p> <p>Evidence of maintaining client safety, privacy and confidentiality. This includes evidence of enacting all obligations and expectations of a Child Safe Organisation.</p> <p>Evidence of high quality documentation that meets both contemporary best practice and regulatory and statutory requirements, in care planning that parenting support provision is integrated into client assessment, care delivery and follow up. This includes evidence of contributing records to evaluation processes for Tweddle programs.</p>
Team Support	<p>Provide leadership to the HoPES and Geelong Day Stay teams.</p> <p>Provide leadership and support to the Barwon Region Program team members.</p> <p>Monitor the learning and skill development needs of the clinical staff and provide feedback, including reporting up to line management of any additional resources required.</p> <p>Undertake Performance Review processes for the Cradle to Kinder team members.</p> <p>Ensure open communication occurs within the team and where appropriate across the organisation.</p>	<p>Evidence of leadership support and guidance to the Barwon HoPES and Geelong Day Stay teams.</p> <p>Evidence of contribution to a positive workplace culture that demonstrates teamwork, collaboration and open communication.</p> <p>Evidence of feedback provided to the leadership team in regards to skill strengths and gaps of staff.</p> <p>Evidence of performance monitoring and annual Performance Review Plans completed with Barwon Region program team members.</p> <p>Evidence of working collaboratively with the Tweddle leadership team and to contributing to strategic planning and service innovation across the organisation.</p>

Resource Management	<p>Monitor resources required to assist in the allocation of staff to both programs.</p> <p>Where required develop or assist other appropriate staff to develop program resources.</p>	<p>Evidence that resources are managed in line with Tweddle policies and procedures.</p> <p>Evidence of development or contribution to the development of appropriate program resources.</p>
Networking	<p>Promote the growth of Tweddle services in partnership, network and sector activities.</p> <p>Liaise and refer families to appropriate community services / agencies in consultation with families.</p> <p>Maintain knowledge of the range of health and community supports available to assist a family.</p>	<p>Evidence of the growth of services, in particular, in the Barwon Region and partnerships with local organisations.</p> <p>Evidence of participation in relevant networks and knowledge of community support services available for families in care planning.</p> <p>Evidence of families being referred to appropriate community services/agencies.</p>
Supervision	<p>Provide parenting support for families that align with clinical reflective practice approaches.</p> <p>Provide support and/or facilitate group reflective supervision sessions, and where appropriate, individual supervision sessions for clinical staff.</p>	<p>Evidence of participation in reflective practice, mentoring, and individual mandated supervision required for all Tweddle staff. Evidence that staff are supported and encouraged to attend reflective supervision.</p> <p>Evidence of delivery of individual supervision for clinical staff (Barwon Region Program team members).</p>
Professional Development	<p>Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.</p> <p>Participate in the performance review process.</p>	<p>Evidence of maintaining up-to-date knowledge and practice e.g. attendance at in-service programs, conferences and study days. Evidence of completion of mandatory Tweddle e-learning modules within the required timelines.</p> <p>Active participation in performance review activities with plans that demonstrate commitment to self-development. This will include evidence that there is progression on agreed actions. Demonstration of the capacity to implement team members performance reviews and support implementation of self-development activities identified.</p>
Quality & Risk	<p>Demonstrate commitment to the provision of high quality and relevant services for families.</p> <p>Maintain a safe environment for clients, self and other staff. This includes active contribution to a systems approach to minimise clinical risk and improve the safety of care and contributes toward</p>	<p>Evidence from client satisfaction feedback.</p> <p>Evidence of practices that comply with the requirements of a 'Child Safe Organisation' including reporting of incidents of suspected abuse. Evidence of reporting and documenting any incidents involving clients,</p>

	<p>ensuring adherence to the organisation's commitment to being a Child Safe Organisation.</p> <p>Contribute to continuous improvement activities.</p> <p>Contribute to enhancing clinical knowledge and learning.</p> <p>Contribute towards the organisation's accreditation processes.</p>	<p>staff or visitors on RiskMan in relation to any incidents or concerns that represent risk.</p> <p>Evidence of the provision of feedback on policies, procedures and direct involvement in quality projects and initiatives.</p> <p>Evidence of completion of four annual clinical file reviews, including leading team discussion, preparation of a report with recommendations for consideration by the Clinical Performance Committee of the Board.</p> <p>Evidence of contribution to accreditation processes.</p>
Occupational health and safety	<p>Ensure that staff and clients operate in a safe environment.</p> <p>Maintain knowledge of Tweddle's OHS policies and procedures.</p> <p>Utilise RiskMan to capture incidences and near misses.</p>	<p>Evidence of the provision of a safe work environment and ability to identify risk and mitigation strategies where required.</p> <p>Evidence of implementation, and support for self and staff, of Tweddle's policies and procedures.</p> <p>Evidence of reporting incidents etc. on RiskMan appropriately.</p>
General	<p>Actively participate in relevant meetings and forums.</p>	<p>Evidence of representation at relevant meetings.</p>

Other Information:

Tweddle Values:

- Collaboration
- Accountability
- Respect
- Engagement

All staff are expected to perform their role and responsibilities in accordance with the Tweddle values.

Tweddle is a Child Safe Organisation. The responsibility for children's safety and protection is embedded within the organisation culture including organisational policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

Occupational Health and Safety Responsibilities:

- Tweddle is committed to providing, insofar as is practicable, a safe and healthy workplace for our employees, contractors, members and visitors.
- Employees have a duty to take care, as far as they are able, of their own health and safety and that of other employees, members and visitors; must comply with safety procedures and directions, and; must report potential and actual hazards to their supervisor and their OHS representative



Our commitment to Tweddle staff

- Tweddle is committed to equal opportunity in the workplace for all employees, irrespective of race, colour, gender, religion or marital status. Staff are selected and promoted on merit
- Tweddle is committed to providing a safe and smoke free workplace

Other Factors Relating to the Role

- This position may require weekend and evening hours' work. There may also be a requirement to work across other clinical and community areas.
- The position agrees to work within and contribute to the Tweddle Practice Framework, policies, procedures, and guidelines.
- The services close down for the period of Christmas/New Year and Easter and it is a requirement that all relevant staff take annual leave at this time.
- A current National Police Records Check is required and is required to be updated every year.
- A Working With Children's Check is required.
- Evidence of current Immunisation status is required.
- The Victorian Public Sector Code of Conduct applies to all staff.

Acceptance of appointed position:

I have read the Position Description: Barwon Region Programs Manager/Coordinator and agree to fulfill the requirements of the role to the best of my ability:

Candidate's name: _____

Candidate's signature: _____ Date: _____

Director of Clinical Services/Nursing: Ms Kirsty Evans

Director's signature: _____ Date: _____