

## POSITION DESCRIPTION

<b>Position Title:</b>	Safe Young Mums and Bubs Manager		
<b>Program/Team:</b>	Young Women, Families and Safe Relationships		
<b>Employment Type &amp; Hours:</b>	Full-time   76 hours per fortnight [2-year contract with possibility of extension and in line with current funding contract]		
<b>Award Conditions:</b>	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	<b>Remuneration:</b>	SACS Level 6
<b>Working From:</b>	Greenslopes, Fortitude Valley and/or other BYS offices		
<b>Reporting Relationships:</b>	Management of the Safe Young Mums and Bubs 24/7 Supported Accommodation program funded by Child Safety. This program will have both day program staff as well as overnight and weekend staff. Reports to the Young Women, Families and Safe Relationships Senior Manager.		
<b>Probation Period:</b>	Six [6] months		
<b>Primary Purpose of Position:</b>	The role manages the development and roll out of the new BYS Safe Young Mums and Bubs 24/7 Supported Accommodation Program. Service delivery involves centre based, mobile outreach support and groupwork. The Safe Young Mums and Bubs program will aim to reduce child safety statutory interventions for the children of young mums at risk of homelessness and/or domestic and family violence (DFV).		
<b>In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting</b>			
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision, objectives and practice framework.</li> <li>2. Demonstrated knowledge of issues impacting young parents experiencing or at risk of homelessness, including mental health, developmental trauma, and a gendered understanding of Youth DFV.</li> <li>3. Knowledge of childhood development, attachment, parenting support and the impact of trauma on these domains.</li> <li>4. Highly developed critical thinking, problem solving, risk assessment and risk management skills and the demonstrated application of these in a frontline service delivery setting.</li> <li>5. Demonstrated ability to lead, inspire and effectively manage a team of professional staff including quality practice involving high level risk assessment, monitoring performance, reporting and budgets.</li> <li>6. Demonstrated ability to plan, implement, monitor and evaluate programs and service responses with a focus on continuous improvement and innovation</li> <li>7. Highly developed communication and interpersonal skills with a demonstrated ability to build effective partnerships/networks and influence internal and external stakeholders</li> </ol>		
<b>Education, Qualifications, Requirements</b> [Mandatory]:	<ul style="list-style-type: none"> <li>• A tertiary qualification in Social Work, Psychology, Social Sciences or comparable qualification OR substantial demonstrated experience in a related field</li> <li>• Current Queensland driver's license</li> <li>• Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement</li> </ul>		

	<ul style="list-style-type: none"> <li>• Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19</li> <li>• Three relevant references, including most recent Manager, if relevant</li> </ul>
<b>Skills &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in delivering support for young parents experiencing DFV and or at risk of homelessness and Child Safety interventions.</li> <li>• Highly developed knowledge and experience in providing planned support to teams working with complex, vulnerable young people and their families, including groups, outreach and mobile work.</li> <li>• Highly developed knowledge of the Child Safety service system and legislation and experience in supporting young parents to navigate Child Safety interventions.</li> <li>• Experience identifying and developing networks and effective collaborative relationships with internal and external stakeholders, including government and community service providers.</li> <li>• Strong practice foundations for working therapeutically with young people [e.g. counselling skills, theories, and frameworks].</li> <li>• Experience supporting the development of evidence-based practice through strategic partnerships with research and evaluation bodies both internal and external to develop best practice and progress the organisation's reputation as service leaders in working with young families to reduce statutory interventions.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• An ability to lead, motivate and contribute in a positive way to the health of an organisation.</li> <li>• Ability to work independently exercising a high degree of initiative, judgement and decision making.</li> <li>• Self-reflective and critical thinking with strong analytical skills.</li> <li>• Personal drive and integrity.</li> <li>• Consultative and collaborative working attitude.</li> <li>• Flexible, self-directed initiative, inclusive, respectful, ethical, accountable.</li> <li>• Commitment to a learning culture and ongoing professional development.</li> </ul>
<b>KEY RESULT AREAS – Roles and Responsibilities</b>	
<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• Lead a team of professionals providing a range of tailored interventions that support parenting capacity, housing pathways, navigating DFV and building understanding of respectful relationships in a 24/7 supported residential setting.</li> <li>• Lead, mentor, and support team members, monitor performance and practice, maintain supervision records, learning and development, self-care, debriefing and annual performance and development plans in line with BYS policies and guidelines.</li> <li>• Manage, identify, mitigate and monitor operational risks in service delivery and actively use risk management systems to ensure the safety of staff, young parents and their children.</li> <li>• Contribute to the development of organisational policies and procedures, maintain mandatory reporting, and implement relevant service standards to ensure quality service provision and demonstrate leadership in regard to auditing of the Program area as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead and contribute to program evaluation and research activities and utilise learnings to continuously adapt and improve service responses for young people experiencing and/or using domestic and family violence.</li> <li>• Drive performance and accountability for achieving expected outcomes.</li> <li>• Identify opportunities for service growth and contribute to the development of service models and funding submissions.</li> <li>• Participate in and represent the organisation in relevant networks, forums with a particular focus on developing BYs's opportunities to respond to Youth DFV risk as part of an Integrated Service Response including the Brisbane High Risk Team.</li> </ul>
<b>Service Delivery:</b>	<ul style="list-style-type: none"> <li>• Lead and manage the delivery and roll out of the Safe Young Mums and Bubs Program.</li> <li>• Lead comprehensive assessments of the needs of young parents and their children and collaborate with young people to engage them in a range of interventions to support safe, protective and healthy parenting.</li> <li>• Work collaboratively with both internal and external stakeholders to provide holistic supports to young parents whose unborns or newborns are at risk of statutory Child Safety custodial involvement due to lack of housing and supports, experiences of DFV and/or lack of parenting capacity.</li> <li>• Ensure funded programs deliver agreed outcomes in accordance with service agreements.</li> <li>• Direct and develop quantitative and qualitative data collection, analysis and critical reflection to support BYs continual quality improvement, research and evaluation processes.</li> <li>• Develop and maintain collaborative relationships with internal and external stakeholders and in particular with Child Safety as the funding contractor.</li> <li>• Transport groups and individuals to appointments, meetings, and any other activities as required</li> </ul>
<b>People, Culture, Safety:</b>	<ul style="list-style-type: none"> <li>• Manage the recruitment, induction, development and performance of staff with a focus on growing individual's knowledge, skills and professional practice</li> <li>• Model and drive a culture of respect, optimism, accountability, and resilience in line with the organisation's values</li> <li>• Develop and monitor performance plans, learning and development plans, supervision and self-care plans for team members and enhance service delivery through regular staff training, evaluation and team building</li> <li>• Model ethical behaviours in line with the BYs Code of Conduct and consistently apply ethical standards to self and others</li> <li>• Provide effective supervision to team members and maintain supervision records in line with BYs policies.</li> <li>• Where agreed with the line manager, supervise students, project staff and volunteers</li> <li>• Protect and promote the rights of children and young people, including making decisions compatible with the <i>Human Rights Act 2019</i>; and responding to and reporting suspicions and disclosures of abuse or harm</li> <li>• Ensure a healthy and safe workplace for all by adhering to BYs <a href="#">Work Health and Safety Policy</a>, Procedures and Practices</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify, mitigate and monitor risks in the delivery of services for young women, young men, and young families</li> <li>• Manage critical incident responses to ensure the safety of young people, staff and the community</li> </ul>
<b>Administration:</b>	<ul style="list-style-type: none"> <li>• Submit and approve timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure.</li> <li>• Manage and monitor budgets in line with funding contracts, BYS policies and directives. Manage all administrative functions relating to the program area, including management of accurate records, client files, correspondence and statistics.</li> <li>• Monitor and report mandatory performance against contracted targets.</li> <li>• Provide reports to the Senior Manager YWFSR as required.</li> <li>• Undertake any other tasks as required.</li> </ul>

*The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment.*

*As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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