



POSITION DESCRIPTION

Title	Unit Supervisor
Program/Department	Rice Education & Youth Services
Position reports to	Coordinator Residential Options
Position Number	3.20
Award	Residential & Support Services
Classification	
Term	12 Month Contract

1. CONTEXT

MacKillop Family Services was formed in 1997 with the refounding of seven Victorian child welfare agencies of the Sisters of Mercy, Christian Brothers and Sisters of St Joseph.

We are one of the largest providers of specialist support services to vulnerable and disadvantaged children, young people and their families through five core areas of service:

- Supporting Families experiencing disadvantage and crisis;
- Supporting Families raising a child with a disability;
- Education and training services for children and young people;
- Services for children and young people who are not able to live at home; and
- Services for the former residents of our founding agencies.

Our services are clustered in eleven Programs which are in turn grouped into three Divisions. The three Divisions are Barwon Services, Community Programs and Alternate Care. Some 380 staff and 400 volunteers are involved each fortnight in our services across Melbourne and Geelong.

2. DESCRIPTION OF PROGRAM

MacKillop's diverse range of services are provided through three Divisions and eleven Programs. The Rice Education & Youth Services Program sits in the Community Programs Division, which also includes the MacKillop Disability Services (Metro), Family & Community Services and the Heritage and Information Service Programs.

Rice Education and Youth Services is a specialist and intensive state-wide program providing education, residential care and case management for young people at significant risk.

3. KEY FUNCTION

The Residential Supervisor is responsible for the day to day management of residential options developed to meet the needs of young people within the Rice Education & Youth Services Program.

4. POSITION OBJECTIVES

The following objectives relate to the position of Residential Supervisor:

- 4.1 To manage residential options to ensure that the day to day needs of each young person are appropriately met.
- 4.2 To develop a nurturing and structured living environment for each young person.
- 4.3 To provide leadership to residential staff in the care and management of young people.
- 4.4 To supervise, motivate and support staff.
- 4.5 To provide team leadership.
- 4.6 To participate as a member of the Rice team.
- 4.7 To contribute to the development of the service.

5. MAJOR RESPONSIBILITIES/ACCOUNTABILITIES

5.1 *Residential Management*

The Residential Supervisor shall:

- Ensure that all staff, including casuals are aware of the requirement to supervise young people at all times so residents are never together without staff supervision.
- Maintain and oversee the day to day running of the residential services in respect to household duties, property maintenance and staff deployment including cleaning, shopping, meal preparation, roster changes and staff replacement.
- Facilitate the development of procedures for the effective operation of the residential services.
- Implement organizational policies, procedures and standards and review the performance of services with the Coordinator Residential Options.
- Take responsibility for the budgets, including the keeping of appropriate records.
- Maintain appropriate records and documentation ensuring that confidential client information is kept secure.
- Ensure that staff is aware and informed regarding any relevant medical issue for people including administering of medication.

5.2 *Social Environment*

The Residential Supervisor shall:

- Ensure that a warm, secure and structured environment for all young people is developed within residential services.
- Ensure that visiting family members of the young people are conveyed a sense of acceptance and welcome to the unit.
- Develop a comprehensive set of rules, expectations and consequences in conjunction with young people, unit staff and Case Manager, as per the Care Plan developed by the Care Team for each young person.

- Chair any household meetings and ensure comprehensive minutes are taken and copy provided to Coordinator Residential Options.
- Provide a positive role model in conjunction with other staff for each young person.

5.3 *Young Person Support*

The Residential Supervisor shall:

- Supervise and have a clear understanding of each young person's Care Plan and the role of residential staff in implementing the plan.
- Ensure that the rights of young people are protected and respected at all times.
- In conjunction with the Coordinator Residential Options and the relevant Case Manager develop and supervise developmental programs for the young people in the residential services.
- Provide input to individual programs for young people and supervise their implementation in conjunction with the Coordinator Residential Options and the Case Manager and unit staff.
- Ensure young people are able to invite family members, relatives and friends to their home as well as to phone, write and maintain significant contacts.
- Supervise and facilitate planned contact with the young peoples' families.
- Ensure that young people are assisted to access community activities, arrange necessary appointments and develop independent life skills.
- Liaise with other professionals involved in young person's life.
- Oversee the care of any sick young person and notification to appropriate people.

5.4 *Supervision*

The Residential Supervisor shall:

- Provide regular supervision of all residential staff.
- In consultation with the Coordinator Residential Options, ensure that training and development opportunities are available to Residential Care Staff.

5.5 *Team Work*

The Residential Supervisor shall:

- Provide leadership to staff to ensure a thorough staff understanding of the program focus and the promotion of a spirit of cooperation, collaboration and professionalism.
- Ensure that the residential staff consistently maintains routines, community activities, expectations and behaviour management strategies for the young people.
- Constructively participate in supervision with the Coordinator Residential Options.
- Participate in appropriate professional development and performance appraisal opportunities.

5.6 *Service Development*

The Residential Supervisor shall:

- Implement the mission and values of MacKillop Family Services.
- Participate in the development of policy and practice guidelines for Rice Education and Youth Services.

- Contribute to policy and program development and best practice standards within the organization.
- Participate in program and service reviews.
- Attend appropriate program and organizational meetings.

5.7 Occupational Health and Safety

The Residential Supervisor will:

- Take all reasonable and practical steps to ensure the workplace is safe in accordance with OH&S policies and procedures and ensure regular consultation with the OH&S representative for the unit.
- Ensure a proactive and timely response to OH&S issues raised by staff.
- Participate in all relevant OH&S training and committees.
- Ensure the correct and timely local implementation of WorkCover, Rehabilitation / Return to Work policy and procedures.
- Ensure OH&S responsibilities and objectives are addressed as part of regular supervision with residential staff, and are a leading item on all team meeting agendas.
- Act as Fire Warden as required.

5.8 Other

The Residential Supervisor shall:

- Be available to undertake higher duties and / or secondment within MacKillop Family Services.
- Adhere to procedures regarding usage and maintenance of vehicles.
- Oversight and maintain the grounds in a state of good repair and presentation.
- Undertake other duties as required.

6. PROFESSIONAL DEVELOPMENT

The Successful candidate will be required to complete mandatory training as set out in the MFS Training Calendar. This will include:

- Crisis Intervention
- Emergency Fire Safety Training
- Evasive Self Defence
- First Aid Level 2/OH&S
- Managing the Prevention of Discrimination, Harassment & Bullying
- Managing the Potentially Violent Client
- Privacy
- Staff Induction/Orientation

7. SELECTION CRITERIA

The successful applicant will have the following skills and demonstrable competencies:

- Demonstrated experience and knowledge of the residential care field especially with young people demonstrating challenging behaviour.
- Proven ability to relate to and work with young people with social, emotional and behavioural difficulties.
- ACRACS or equivalent qualifications.

- Completed the Developmental Psychiatry course, conducted by Austin Health/Melbourne University (or undertake to complete within the first year of employment).
- Demonstrated ability in efficient unit operation duties.
- Demonstrated ability in a supervisory role within the residential care field.
- Good written and oral communication skills.
- Ability to lead a small team of residential care staff within a multi disciplinary service.
- Ability to be supportive and attend to the developmental needs of young people.
- Skills in program development and implementation.
- Support for the mission and ethos of MacKillop Family Services.
- A current Victorian Driver's Licence.

Authorised By General Manager:	
Date:	