

	Position Title: ReBoot Coach	Team: Reboot Program		Region: Gippsland
	Supervisor: Team Leader – Community Mentoring	Delegations and Authorities: In Line with Delegations Policy	Band: A	Date Completed: January 2019

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The Latrobe ReBoot program is delivered through a partnership of agencies comprising of Anglicare Victoria, Quantum Support Services and Berry Street. The three agencies have a long history in planning and developing services for at-risk children, young people and families in the Gippsland Region and are all experienced in the implementation of services for at-risk young people.</p> <p>ReBoot is an early intervention program that will support children, young people aged 10 -14 years who have a demonstrated risk of engaging with juvenile justice, or who are currently engaged in low level offending. Through coaching and mentoring, ReBoot will help the child/young person and their family to access services, and actively engage with education and community participation opportunities. ReBoot will also coach and mentor agencies supporting the child / young person in restorative justice principals.</p>
<p>OUR VALUES</p> <p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>PRIMARY OBJECTIVES OF THE ROLE</p> <p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Work in conjunction with the Reboot Team Leader to plan and implement the new program • Ensure the program is operated in accordance with funding and service agreements, organisational policies and accepted standards of practice • To work cohesively and collaboratively with the ReBoot partnership • To deliver a high quality, flexible and accountable service to the clients of the ReBoot Program • To make connections and participate in networks with other relevant service providers • To participate in the evaluation of the program. <p>REPORTING RELATIONSHIPS</p> <p>This role is based at both the Berry Street Gippsland Office and Anglicare Victoria Office, both located in Morwell. The role is part of the broader ReBoot Team which includes Anglicare Victoria, Quantum Support Services and Berry Street.</p> <p>This role reports to the Berry Street Team Leader Integrated Family Services who will provide oversight and support. The supervision and review will occur in partnership with the Anglicare Reboot Team Leader.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Capacity to use initiative, set priorities, organise and manage workloads.
- Experience in working with vulnerable children, young people and families that are experiencing multiple and complex issues.
- Possess a flexible and adaptive approach to service delivery.
- Demonstrated ability to develop and support partnerships and networks and to work with a range of stakeholders.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Community Welfare, Social Work or related field.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience in case management.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none">• Ensure all practices within the program are in accordance with relevant Berry Street, Anglicare Victoria and Quantum Support Services• Establish an inclusive working relationship with children/young people and their families, demonstrating respect and honest communication, particularly about offending behaviours and consequences• Develop and regularly review Child and Family Action Plans with each family ensuring this supports both short and longer-term goals and strategies• Work collaboratively with other services to ensure young people and families are provided with co-ordinated and planned support• Establish and maintain positive relationships with the key stakeholders relevant to the program• In conjunction with family and the wider network of the child / young person, identify issues contributing to offending by young people• Participate in the ongoing review and development of the program
Administration	<ul style="list-style-type: none">• Ensure all administrative requirements are met and maintained in accordance to the ReBoot Program• Fulfil the program requirements regarding case records, statistics and other data collection requirements• Participate in regular supervision with the Team Leader, attend staff meetings, team meetings, training and make an active commitment to the maintenance of a cohesive team
Other	<ul style="list-style-type: none">• Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Berry Street Gippsland Office & Anglicare Victoria Office in Morwell. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is SCHADS Level 5, PP1 \$74,534.72 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional