

Position	Team Leader Morton's Place	
Key Requirements (Qualifications, Skills, Knowledge and Experience)	<p>Essential Qualifications/Experience:</p> <ul style="list-style-type: none"> • Degree in Social Work; or an associated qualification • Demonstrated experience in program leadership & supporting clients with complex and diverse needs. • Ability to maintain positive professional relationships with stakeholders, clients and staff. • Highly developed communication skills • Demonstrated ability to work unsupervised. • Current drivers licence • Current First Aid certificate, or willingness to obtain • National Police check is required for all roles at LCM. • Working with Vulnerable People Check, or willingness to obtain. <p>Desirable Qualifications/Experience:</p> <ul style="list-style-type: none"> • Experience or demonstrated capacity to work in an organisation adopting a Christian ethos. • Experience in business management. • Ability to manage diverse workforce, including volunteers. • Positive history of following organisational Policy & Procedures. • Demonstrated time management skills. • Demonstrated history of setting and applying good professional boundaries. 	
Summary of Role (inc. Role Purpose)	<p>Morton's Place is a drop-in centre for individual and groups offering support and social inclusion in the heart of Launceston; the cohort includes those dealing with homelessness, mental health challenges, life controlling addictions and other disadvantage. The program offers breakfast and lunch, laundry, and shower facilities five days a week.</p> <p>Primarily the Team Leader Morton's Place will be responsible for the management and supervision of Morton's Place Day Centre, it's programs, and associated staff of paid and volunteer workers.</p>	
	Key Responsibilities	Key Performance Indicators (observable and measurable)
Program Supervision	<ul style="list-style-type: none"> • Overall management of Morton's Place and Chapel facilities. • Ensure service and facilities are maintained to provide optimum service standards and meet all licencing requirements. • Develop and oversee the facilitation of client-focused programs and individual case management. • Develop and maintain quality relationships with key stakeholders and partners. • Support clients' physical, emotional, mental, social and spiritual needs. • Promote and encourage client participation in service activities. • Advocate and liaise on behalf of clients as required and appropriate. • Apply best practice framework to aid positive outcomes for clients facing disadvantage. 	<ul style="list-style-type: none"> • Premises and programs managed effectively to maintain a client-focus. • Standards of cleanliness and hygiene are constantly maintained. • All licencing requirements are maintained. • Programs are developed and reviewed in consultation with management. • Appropriate case management is provided and documented according to policy. • Regular positive feedback received from clients and stakeholders. • Program outcomes are kept in line with the Organisation's Mission Statement and values. • Clients are provided with regular opportunities to engage in relevant programs. • Advocacy occurs as required.

Supervision of Staff	<ul style="list-style-type: none"> • Management and supervision of Morton’s Place staff. • Responsible to develop and maintain a positive culture and promote effective team work. • Manage staff rosters. • Maintain and promote Professional Boundaries. • Ensure staff work within budgetary guidelines through the management and use of donated goods. • Ensure that all staff deliver service in line with City Mission core values and guidelines. 	<ul style="list-style-type: none"> • Staff are effectively managed and rosters are provided in a timely manner. • A positive culture is promoted and modeled through meetings and supervision. • Professional boundaries are maintained and modeled. • Budgets are met. • Staff are made aware of core values and guidelines and performance managed.
Administration	<ul style="list-style-type: none"> • Oversee financial management and ordering in line with service requirements. • Ensure client records and reports are completed as required. 	<ul style="list-style-type: none"> • All ordering is in line with policy. • Financial management requirements are met. • Records are completed in a timely and accurate manner.
WHS	<ul style="list-style-type: none"> • Ensure a safe and welcoming environment for all people entering Morton’s Place. • Operate with a Duty of Care for self, colleagues and clients. • Operate within the organisation’s WHS policy and guidelines. • Participate in regular clinical supervision. 	<ul style="list-style-type: none"> • Client and worker safety are maintained. • WHS policy and guidelines are followed. • Clinical Supervision is undertaken as required.
Learning and Innovation	<ul style="list-style-type: none"> • Participate in ongoing personal and professional development strategies and individual plans to improve job performance and work relationships. • Participate in performance management reviews and staff reviews. 	<ul style="list-style-type: none"> • Shows initiative in identifying training and professional development programs and bringing to the attention of Management. • Contributes to and participates in Performance Review processes

LAUNCESTON CITY MISSION VALUES

Faith	We have confidence that ethical actions will bring good results.
Justice	We take personal responsibility to uphold what is pure, right and true.
Compassion	We invest whatever is necessary to heal the hurts of others.
Flexibility	We are attentive and responsive to the changing needs in our community
Enthusiasm	We express joy in our work as we give it our best effort.