

Position	Supervisor Youth and Futures	
Key Requirements (Qualifications, Skills, Knowledge and Experience)	<p>Essential Qualifications/Experience:</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications in Social Work, Community Service or Ministry; or an associated qualification. • Minimum 3 years’ experience in a similar role. • Demonstrated experience in leading a diverse workforce. • Demonstrated experience in supporting clients with complex and diverse needs. • Experience working in a multi-disciplinary team in a highly dynamic environment. • Ability to develop and maintain positive professional relationships with stakeholders, clients and staff. • Highly developed administrative and communication skills. • Demonstrated history of setting and applying good professional boundaries. • 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 working within a trauma-informed environment. • Experience in team management. • Experience in business management. • Positive history of following organisational policy & procedures. • Demonstrated time management skills. 	
Summary of Role (inc. Role Purpose)	<p>The position is required for development and supervision of the Mission 2aFuture and Youth services of City Mission across the North. The position requires the employee to develop working relationships with staff and management, and develop positive working relationships with all stakeholders.</p> <p>Primarily, the Supervisor will: provide leadership for the Youth and Mission2aFuture service teams.</p>	
	Key Responsibilities	Key Performance Indicators (observable and measurable)
Management and Supervision	<ul style="list-style-type: none"> • Liaise with management regarding service strategies, planning and operations. • Develop maintain strong positive relationships with key internal and external stakeholders. • Provide leadership to M2aF and Youth staff. • Develop and maintain a positive work culture and promote team work. • Provide clear and regular team communication. • Facilitate regular team meetings. 	<ul style="list-style-type: none"> • Effective strategic planning takes place. • New stakeholders are engaged, and key external and internal relationships are strong. • Staff are led effectively and report feeling supported and valued. • A positive culture is promoted and modelled through meetings and supervision. • Meeting minutes are recorded. • Staff are aware of values, policies and procedures and work within these guidelines. • Rosters work effectively for the

	<ul style="list-style-type: none"> Oversee staff performance and rosters. 	<p>services.</p>
Program Leadership	<ul style="list-style-type: none"> Oversee the delivery and facilitation of the M2aF and youth programs. Lead program implementation, development, and improvements and deliverables. Set program goals in consultation with Management. Oversee referral and enrolment process to other services as required. Ensure each program is delivered in line with LCM values, policies and procedures. 	<ul style="list-style-type: none"> Program is delivered as agreed. Program goals are achieved. Feedback is gathered from participants and used to inform quality improvement activities Referral process is effective and referrals occur appropriately and as needed. LCM values are maintained in program delivery. Feedback from stakeholders is positive and reflect a collaborative approach.
Administration	<ul style="list-style-type: none"> Complete business plans and models for growth as required in consultation with management. Assist with the completion of funding and grant applications. Oversee maintenance of client records in line with policy. Oversee financial management of the service in line with the program budget. Complete reporting in an accurate and timely manner. 	<ul style="list-style-type: none"> Client records are up to date and in line with LCM policy. Funding applications are of a high standard and deadlines are met. Financial management requirements are met. Reports are completed accurately and within appropriate timeframes.
WHS	<ul style="list-style-type: none"> Ensure a safe and welcoming environment for all staff and clients. Operate within a duty of care for self, colleagues and clients. Participate in regular clinical supervision. Quality improvement activities are undertaken and recorded. Program risks are identified and mitigated where possible. Incident reporting policy is followed. 	<ul style="list-style-type: none"> Client and staff safety is maintained. WHS policy and guidelines are followed. Clinical Supervision is undertaken in line with policy. Improvement summary is updated and maintained. Risk assessment document is current and updated as required. Incident reports are completed in a timely manner, according to policy.
Learning and Innovation	<ul style="list-style-type: none"> Participate in ongoing professional development to maintain currency of skills and knowledge related to role. Participate in performance reviews for self and staff. Undertake regular Clinical Supervision. 	<ul style="list-style-type: none"> Shows initiative in managing own professional development needs. Contributes to and participates in performance reviews. Clinical Supervision occurs as required.
Safeguarding Children	<ul style="list-style-type: none"> Complete Safeguarding Children training. 	<ul style="list-style-type: none"> Training is completed before any contact with Youth or Children.



	<ul style="list-style-type: none"> • Read and abide by child-safe policies, procedures and requirements, including Code of Conduct and mandatory reporting. • Administer Child & Youth Safety Standards as detailed in LCM Policy and procedural requirements, and refer any concerns to the Safeguarding Children Officer at LCM. 	<ul style="list-style-type: none"> • Policies, procedures, and requirements are read prior to any contact with Youth or Children. • Code of Conduct is read and signed prior to any contact with Youth or Children. • Aware of mandatory reporting requirements. • Aware of Child & Youth Safety Standards.
--	--	---

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 work with passion and commitment to achieve our goals