

# Position Description



## Future Planning Consultant

Wesley Take Charge of Your Life

January 2026

Agreement

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Signed—Manager

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Signed—Employee

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Date

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Date

## 1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

- Deepening our Word & deed
- Claiming our prophetic voice
- Extending our impact
- Strengthening our organisation.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

## 2. Overview and purpose of Wesley Dalmar Out Of Home Care

The purpose of Wesley Dalmar Out of Home Care, is to provide support and stability for children and young people who enter foster care, supporting carers and birth families associated with the child and young person.

It achieves its purpose by providing support to children and young people and ensure that they receive a safe, stable, and suitable placement to meet their day- to- day care and support their needs.

Services include recognising the challenges faced by young people as they leave care, Wesley Dalmar developed the Take Charge of Your Life Program. Take Charge of Your Life is designed to provide support to young people 15-25yrs as they prepare to leave care and transition to independence.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

## 3. Purpose of role

The purpose of the role is to work as part of a collaborative team with Case Managers and Foster carers, the primary function of the Future Planning consultant is to actively support young people as they prepare to leave statutory out of home care and in the early years of independence. The Future Planning Consultant works closely with young people 15 – 25yrs.

## 4. Relationships

Reports to: Take Charge of Your Life, Youth Services Program Manager

Key relationships:

This position is part of the team of including, Case Managers, Clinicians, Education consultants and Foster Carers providing support to young people as they transition to independence.

Maintain regular contact with Case managers to monitor progress of young people working towards future planning goals

Work as part a team to build a team culture of inspiration and passion for Wesley Mission's Take Charge of Your Life program and the young people we support

Promote and ensure adherence to Wesley Mission brand by all members of the team

Ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required

Regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc

Attend all scheduled meetings.

Industrial instrument:

The terms and conditions of employment will be in accordance with the Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010

## 5. Major role responsibilities

- Maintain a caseload of young people 15-25yrs
- Undertake Living Skills Assessments for all young people on caseload
- Develop action plans with each young person to and ensure identified goals are met
- Participate in case reviews of young people 15-18yrs with a focus on future planning needs
- Support case managers to develop, monitor and review leaving care plans for each young person over 15yrs in Wesley OOHC
- Participate in all leaving care meetings for young people
- To liaise with various agencies to advocate for the young person in Wesley, to ensure appropriate services are supporting young people as required.
- Develop a range of partnerships with external stakeholders relevant to the needs of the young people
- be a strong ambassador for the Wesley Take Charge of Your Life Team.
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## 6. Professional responsibilities

- Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed.
- Ensure your own health and safety and the health and safety of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner.
- Comply with mandatory requirements for the role including completing all mandatory training required by the organisation.
- Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work.
- Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation.
- Attend functions, meetings, seminars, training courses and events as required by your supervisor.
- Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.
- Maintain confidentiality.

## 7. Performance Measures

Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

## 8. Selection criteria

To be successful in this position, you must possess the following:

### Demonstrated behaviours

- Conduct consistent with the organisation's Code of Conduct and:
  - Work in accordance with the organisation's Vision, Mission and Values.
  - Value people through kindness, respect, care and support.
  - Foster trust through honesty, integrity, reliability and fairness.
  - Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide.

- Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player.
- List other demonstrated behaviours if applicable.

### **Essential skills/knowledge**

Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry

Passion for and experience supporting young people transition to independence

Ability to engage and inspire a passionate team through clear decision making and the provision of a supportive and collaborative management style

Demonstrated understanding of employment and educational pathways for young people

Demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude

Relates well to a range of people with sound listening and problem solving skills

Experience in managing internal and external stakeholders to achieve set objectives

Proven organisational skills, ability to multi-task, prioritise workloads and meet deadlines and budgets

Demonstrable skills in conflict resolution and change management

Excellent written and oral skills, public speaking and presentation capabilities

Outstanding interpersonal skills

Proficient computer skills in Microsoft Office.

### **Desirable skills/knowledge**

- Experience in a not for profit or community service organisation.

Case management experience

Sound knowledge of services available to meet a broad range of needs for young people

### **Training and qualifications**

Degree in Social Science or related discipline

Minimum 3 yrs experience working with young people in out of home care

### **Agreement**

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.