

Our Vision

Our Vision is independence, choice and community for all.

Our Mission

Our Mission is to empower people to maximize their life choices, by:

- Providing services which continually improve
- Fostering inclusive communities
- Encouraging positive change

Position Summary:

This role is responsible for the management, monitoring, service development, and quality of service programs. This includes support and supervision of staff development of person centred plans (where requested), provision of programs to people supported, keeping of financial budgets, liaison with families, and other service providers and ensuring services are delivered in a manner consistent with VISTA Policy and Procedure Guidelines, Organizational values, the Victorian Disability Service Standards and relevant Occupational Health and Safety requirements. The team leader undertakes this responsibility under delegation from the VISTA Coordinator and the Regional Services Manager – Grampians

Key Selection Criteria

Essential:

1. Significant experience in the delivery of community based human services.
2. Well-developed communication skills including the ability to relate to young people and people with disabilities and others in a positive, respectful and supportive manner.
3. Ability to coordinate the provision of services and programs to people with individual support needs.
4. Ability to work in a vibrant, self directed team environment.
5. Ability to demonstrate a mature approach to problem solving and designated tasks.
6. Demonstrated ability to support and supervise staff along with demonstrated organisational and time management skills.
7. Well-developed literacy, numeracy and computer skills.
8. Demonstrated organisational skills, including the ability to work autonomously.
9. Demonstrated administrative ability; including budget management, rostering of staff and maintenance of records.
10. Current Victorian Drivers Licence
11. Satisfactory police check and Working with Children check

Preferred:

1. Appropriate tertiary or certificate level Community Services (Youth Work) or Health related qualifications.
2. Understanding of the policy and funding environment of the community services sector.

Level of supervision & reporting relationships:

This position reports to the VISTA Coordinator, Grampians Region. This position receives general direction from the Regional Services Manager – Grampians but will be supported by a well-established staff team including our, General Manager – Community Individualised Services, Program Development Manager, other Team Leaders and Corporate Support Services.

Reporting to this position are Support Workers who are responsible for providing the service to the people we support.

Liaison with stakeholders:

The Team Leader will establish and maintain positive relationships with support workers, service providers, families and friends of persons receiving services and other staff.

Authority and accountability:

The person in this role will assist to recruit, select, induct, train, new staff under the direction of, and with assistance from the Coordinator and the Recruitment Officer, promote the service, and liaise with the relevant sections of the Department of Human Services and other organisations in relation to community-based services. This position will manage the day-to-day program activities of community based services within the allocated budget, including rostered hours and other rostered services and ensure the appropriate reporting requirements are completed in a timely fashion.

Location:

This position will be based in Ballarat. Regular travel within the whole region is required, with some travel elsewhere in Victoria (occasionally including overnight travel).

Classification & Basis of Employment:

Permanent with three month probation

Hours will be negotiable with a minimum of 20 hours per fortnight. Overtime will not be payable, Time in Lieu applies for any hours worked outside the 76 per fortnight. These can be changed on the Regional Services Manager – Grampians approval

Salary:

An attractive salary package with a base salary equivalent to Band 5 of the VISTA Agreement 2007 with the opportunity to salary package plus Superannuation. The base rate is \$21.43 per hour. At a full time rate this is equivalent to \$42,345 approximately and with the ability to Salary package this increases take home pay to by approximately another \$4600

Superannuation and other benefits:

Employer contributions will be made as per the Superannuation Guarantee requirements. Additional personal Superannuation contributions can be made by arrangement with VISTA through the E.W. Tipping Foundation. Tax effective salary packaging options are available to all staff. Staff development and training opportunities will be provided.

Preferred qualifications:

- Certificate IV in Community Services (Disability Work) or equivalent
- Certificate IV in Service Coordination.
- Certificate III Business - Administration (Preferred not required)

Key Responsibilities:

Managing Service Delivery

1. Manage a component of a service program providing direct care services to supported persons in a range of settings.
2. Implement and monitor the effectiveness of Person Centred Plans.
3. Co-ordinate, and directly provide where necessary, skills training in daily living activities.
4. Ensure supported persons receive appropriate support with daily living and self care activities and directly provide that support, where necessary.
5. Ensure the provision of general (program/household) management functions, including assisting with (program/household) tasks and maintaining appropriate records.
6. Participate in the development of Support Plans for supported persons.
7. Participate in the selection, recruitment, orientation, in service training and appraisal of staff.
8. Provide advice and information to supported persons, their families and other service providers.
9. Roster each program effectively and work within funding guidelines
10. Input Data into VISTA computer systems
11. Keep up to date with person supported current budgets

12. Some knowledge of the different funding bodies such as TAC, ABI etc.
13. Maintain the principles of VISTA workforce.

Environmental Health & Safety

1. Implement and monitor OH&S policies and procedures.
2. Participate in the review and evaluation of OH&S policies and procedures.
3. Ensure any OH&S issues and matters are proactively managed in the first instance and then managed through to outcomes.

How do Apply

Contact:

Any enquiries should be directed to:

Kristy Pilmore, Acting Out of Home Care Coordinator on 0459 176 306.

Applications:

Expressions of Interest close **Tuesday 31 August 2010.**

Expressions of Interest should be no more than one page and be sent to:

recruitment@vistasupport.org.au

If you do not have access to e-mail, applications can be sent to:

Lisa Ward

Recruitment Officer

Vista Community Support, 42 Eastwood Street, Ballarat 3350

Phone No.: (03) 5320 0300

Fax: (03) 5332 4845

I _____ have read and understand the position description

Sign: _____ Date: ____/____/____