

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 Program Coordinator – Wangaratta.

Essential:

1. Significant experience in the delivery of high quality residential based services to people with a disability.
2. Well-developed communication skills including the ability to relate to 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 demonstrate a mature approach to problem solving and designated tasks.
5. Demonstrated ability to support and supervise staff along with demonstrated organisational and time management skills.
6. Well-developed literacy, numeracy and computer skills.
7. Demonstrated organisational skills including budget management, rostering of staff and maintenance of records.
8. Ability to promote the services to potential people who require support and funding bodies and increase service provision.
9. Current Victorian Drivers Licence
10. Satisfactory police check

Preferred:

11. Understanding of the policy and funding environment of the disability services sector.
14. Certificate IV in Community Services (Disability Work) or equivalent or a commitment to complete within 12 months of commencing in the position is 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.

Level of supervision & reporting relationships:

This position reports to the VISTA Program Coordinator and is also 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 Wangaratta. 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 7.6 hours administration. Direct Support Work can be negotiated but will be spread over all programs and will be a variety of Day, Weekends, Sleepovers and any other shifts that are on the roster. Overtime will not be payable, Time in Lieu applies for any hours worked outside the 76 per fortnight. These can be changed with the Coordinators approval.

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.

How do Apply

Please send Expressions of Interest (no more than 2 pages) to recruitment@vistasupport.org.au. Applications close Monday 28 June 2010. If this is not possible, please send your EOI to:

Vista Community Support
C/O Human Resources
42 Eastwood Street
Ballarat 3350

Vista Community Support
Position Description
Team Leader



Contact:

Any enquiries should be directed to:

Joy Ramsey, Program Coordinator
Vista Community Support

Email Address: Phone No.: (03) 5722 4933

All appointments are subject to completion of a satisfactory Police check and Working with Children Check.

I _____ have read and understand the position description

Sign: _____ Date: ____/____/____