

Authorising Officer: Regional Services Manager, Gippsland region

Position title	Team Leader
Employee name	
Department/Service	Vista Community Support
Location	Morwell
Position reports to	Service Management Coordinator
Positions reporting to this role	Direct Support Workers - Disability
Financial delegation	TBC
Budget accountability	Manage day-to-day program activities of community based services within the allocated budget, including hours and other services.

Work Environment (e.g. Office based, Residential based, Community based)

This position is based at the Morwell office.

Position Summary	<p>This role is responsible for the management, monitoring, service development and quality of nominated service programs. The role directly supervises direct care staff with support from the Service Management Coordinator.</p> <p>The role will oversee the day to day operations of particular program services to ensure that the relevant support services are delivered in a manner consistent with Foundation Policy and Procedure guidelines, organisational values, the Victorian Disability Service Standards and relevant Occupational Health and Safety requirements.</p> <p>We encourage a supportive work environment where staff enjoy varied roles and a development focus, and where contributions to the organisation's important work within the community are valued. You will be supported by a strong organisational support team.</p>
Key Selection Criteria Essential	<ul style="list-style-type: none"> • Significant experience in the delivery of community based human services. • Well developed communication skills including the ability to relate to people with disabilities and others in a positive, respectful and supportive manner. • Ability to work in a vibrant, self directed team environment. • Ability to demonstrate a mature approach to problem solving and designated tasks. • Demonstrated ability to support and supervise staff along with demonstrated organisational and time management skills. • Well developed literacy, numeracy and computer skills. • Demonstrated organisational skills, including the ability to work autonomously. • Demonstrated administrative ability; including budget management, rostering of staff and maintenance of records.

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	<ul style="list-style-type: none"> Ability to promote the services to potential clients and funding bodies and increase service provision.
Key Selection Criteria Desirable	<ul style="list-style-type: none"> Appropriate tertiary or certificate level in disability or health related field. Understanding of the policy and funding environment of the community services sector.
Other requirements of the role (e.g licences, professional memberships, registrations)	<ul style="list-style-type: none"> Victorian Driver's License Police check

Job Profile

Specific key responsibilities of this role include;	
Managing Service Delivery	<ul style="list-style-type: none"> Coordinate and manage services and programs. Manage a component of a service program direct care services to supported persons in a range of settings. Develop, implement and monitor the effectiveness of Individual Program Plans. Co-ordinate and directly provide where necessary, skills training in daily living and self care activities and directly provide that support, where necessary. Ensure the provision of general (program/household) management of functions, including assisting with (program/household) tasks and maintaining appropriate records. Participate in the development of General Service Plans for supported persons. Participate in the selection, recruitment, orientation, in service training and appraisal of staff. Provide advice and information to supported persons, their families and other service providers.
Liaison with key stakeholders	<ul style="list-style-type: none"> Establish and maintain positive relationships with support workers, service providers, families and friends of persons receiving services and other staff. Demonstrate the values of Vista and EW Tipping Foundation in the dealings with the community and all stakeholders.
General key responsibilities of this role include;	
Occupational Health and Safety (OHS) and Risk Management	<ul style="list-style-type: none"> Report any hazards or issues that impact on the safety of the workplace Fulfil your role in a manner that uses safe work practices to support PwS to achieve personal outcomes. To adhere to organisational policies, procedures and line management directives. Implement and monitor OH&S policies and procedures. Participate in the review and evaluation of OH&S issues and matters are proactively managed in the first instance and then managed through to outcomes. Ensure new referral processes include and have completed all OH&S requirements prior to services being implemented.
Quality	

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Physical and/or psychological requirements of the role;	
Physical	TBC
Psychological	TBC

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive
- I have read, understood and accepted the above position description and associated attachments.

Employee signature:

Print name:

Date:

Line Manager signature:

Print name:

Date:

Application details:

To apply for this role, please send a covering letter responding to the Key Selection Criteria and a CV to recruitment@tipping.org.au. Applications will close Friday 28 October, 2011.