

LIFE'S FOR LIVING INC.

POSITION DESCRIPTION

POSITION TITLE: Team Leader

CLASSIFICATION: Disability Services Award – Level 3
Life's for Living Enterprise Agreement

RESPONSIBLE TO: Executive Manager

PROGRAM:

Team Leader may be required to undertake all the duties as per the Support Worker Level 2 position description in addition to the duties as described below

1. Summary of the broad purpose of the position

Responsible to the Executive Manager for the leadership of a small team of staff who together ensure the provision of direct care services for person(s) with a disability, by providing a range of quality community based services which meet individual needs.

Act as a role model for other team members which reflects the principles, policies and procedures of Life's for Living Inc.

2. Accountability and Reporting/Working Relationships

The Team Leader is responsible to the Client Services Coordinator. If there is no designated Client Services Coordinator then the Team Leader is responsible to the Executive Manager.

3. Special Conditions

- 3.1 Must be willing to work over a 7 day roster, including weekends, evenings and may be required to undertake sleep over shifts in particular programs
- 3.2 Some work outside of normal rostered hours will be required
- 3.3 Must be willing to carry on-call mobile phone as part of on-call roster if requested to do so
- 3.4 Appointment to the position is subject to satisfactory National Police Clearance and pre-employment screening
- 3.5 Current Senior First Aid Certificate
- 3.6 Current South Australian Drivers Licence
- 3.7 Access to own roadworthy vehicle with appropriate insurance when Life's for Living vehicle not available
- 3.8 Must be physically able to undertake manual handling procedures

4. Principal Outcomes / Activities

4.1 To provide a high quality service to clients to meet their individual needs by:

- Assisting in assessing the needs of clients across all life domains
- Assisting in the design, delivery, review and evaluation of service delivery programs and activities offered to clients
- Providing support in a way that is sensitive to spiritual, cultural and language issues
- Promoting the dignity and positive image of clients within the community
- Directing and providing direct care in a supportive and safe environment
- Assisting clients with the management of their finances including negotiations with family and the Public Trustee
- Assisting in the coordination, implementation and ongoing monitoring of annual and service plans
- Maximising opportunities for clients to participate in and contribute to their local community
- Supporting and encouraging family relationships and friendships
- Maintaining cooperative relationships and liaising with other agencies as appropriate
- Organising and participating in client meetings
- Developing and implementing positive behaviour support plans in conjunction with the Client Service Coordinator or Executive Manager
- Ensuring that confidentiality is maintained at all levels
- Identifying risks and participating in risk management processes
- Providing opportunities for clients to make informed choices

4.2 Ensure client health needs are met by:

- Liaising with health care staff e.g. RDNS, GP's, specialists, as appropriate in conjunction with the Executive Manager
- Maintaining contacts with and utilising community based health care facilities
- Initiating, monitoring and implementing Client Health Care Plans as appropriate
- Ensuring accurate recording of the administration of prescribed medications and other health related documentation
- Administering prescribed medications in accordance with Life's for Living's policies regarding handling and administration of medication
- Ensuring the implementation of Life's for Living Health Care Policies
- Maintaining the domestic environment in a manner that promotes optimum health conditions

4.3 Ensure staff are supported in their role and are able to effectively carry out their duties by:

- Supervising and supporting individual staff members
- Providing feedback to both staff and the Executive Manager in a manner that promotes ongoing staff development
- Ensuring that staff are aware of, and adhere to, relevant organisational policies, procedures and work practices
- Providing a positive work environment and a team approach
- Ensuring that appropriate documentation and administration records are accurately maintained within the clients household
- Identifying opportunities for staff training and development
- Acting as a positive role model
- Providing initial point of contact for staff debriefing

4.4 Ensure that the service operates in a systematic manner and within the budget by:

- Ensuring that attention is given to accurate recording and reconciliation of household and client budgets where appropriate
- Ensuring that the required administrative records are accurately maintained and reported on

4.5 Contribute to the organisational development of Life's for Living by:

- Providing services that are consistent with the principles, standards and philosophy of Life's for Living
- Providing qualitative and quantitative data to Client Service Coordinators and Executive Managers about the programs offered through Life's for Living Inc
- Contributing to the enhancement of a positive and progressive organisational culture that is supportive of change to better meet the goals of clients and the organisation
- Operating ethically, fairly and within statutory, legal and contractual requirements

4.6 Occupational Health and Safety

- Comply with all Occupational Health & Safety policies
- Follow directions and report all Occupational Health & Safety matters to the Client Services Coordinator or Occupational Health & Safety Committee
- Protect personal health and safety whilst at work
- Take necessary precautions to avoid compromising the health or safety of others
- Use any equipment provided for health and safety purposes
- Obey any reasonable instruction that has been given in relation to health and safety at work
- Exercise a Duty of Care in providing services to clients

Report any unresolved concerns or problems, including inter-staff conflicts to the Executive Manager

Life's for Living operates a variety of programs across a number of regions. From time to time opportunities may be provided to move across one or more of these regions.

PERSON SPECIFICATION

Essential Minimum Requirements

Educational/Vocational Qualifications

Certificate III in Community Services (Mental Health or Disability Work) or higher
Minimum of two years experience in direct service provision

Personal Abilities/Aptitudes/Skills

- Proven ability to lead a team including facilitating team processes, management of issues, provision of support and role modelling
- Proven ability and experience in developing positive behaviour support plans
- Experience in implementing and supporting team(s) to implement strategies identified in positive behaviours plans
- Proven ability to support an individual with complex health needs
- Proven ability to liaise, and develop positive working relationships with medical, allied health and other professionals as required
- Experience in skills development including functional and social skills
- Knowledge and experience of administration processes including proven ability in report writing, planning documentation and verbal reporting
- Ability to manage complex and challenging situations
- Personal values that demonstrate the promotion and protection of the dignity and rights of people with disabilities
- Experience in developing and promoting an environment that supports choice, individuality and self determination
- Ability to use an approach that supports all parties whilst providing clear direction
- Proven experience in identifying risks and participating in risk management processes
- Experience in community based human services
- Experience in working with people with disabilities and their families
- Demonstrates a high level of self-motivation and direction
- Ability to relate on an interpersonal level with parents, clients, advocates, team members and staff from other agencies
- Commitment to the promotion and protection of welfare, rights, dignity and personal development of people marginalised within the community
- Willingness to undertake further study/training as directed

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.

In signing this document I confirm that I have read, understood and acknowledge the Position Description and Person Specification for the position of Team Leader and agree to operate within its bounds.

Approved by: / /

Present Occupant: / /

Office use only

Personnel file

Job description file