



# Broadmeadows Disability Services

## Position Description

<b>Position Title</b>	<b>Team Leader</b> <b>Portfolio - Individualised Support &amp; RASP Services</b> (Reviewed April 2009)
<b>Department</b>	<b>Individualised Support &amp; RASP</b>
<b>Award &amp; Classification</b>	Contract
<b>Accountability</b>	<p><i>Reports to:</i> Coordinator – Individualised Support/RASP/Escapade Services Client Services Manager</p> <p><i>Accountable for:</i> Community Support Workers</p>
<b>The Organisation</b>	<p>Broadmeadows Disability Services is a community based not-for-profit Organisation that provides support services to people with a disability across the North Western Metropolitan Region as defined by DHS. The Organisation comprises of a <i>Day Service, Escapade Respite Service, Acquired Brain Injury Recreation Program &amp; Individualised Support Services</i></p>
<b>Position Context</b>	<p><b>A Team Leader is required to plan and implement services for clients receiving Individualised support and RASP as per identified program outcomes and in accordance with organisational policies and procedures. These duties shall be negotiated between the incumbent and the Coordinator – Individualised Support/RASP/Escapade Services.</b></p> <p>The aim of this position is to:</p> <ol style="list-style-type: none"> <li>1. Provide leadership, support and supervision to a Team of off site Staff in consultation with the Coordinator and Client Services Manager.</li> <li>2. Deliver a wide range of high quality client focused programs and supports, aligned with the principles of the disability service reorientation.</li> <li>3. Support and assist in the preparation, implementation and monitoring of individualised program outcomes.</li> <li>4. Support and assist in the preparation, implementation and monitoring of group programs.</li> <li>5. Support the review and development of organisational policies and procedures</li> <li>6. Plan, implement, evaluate and manage on a daily basis Individualised Support and RASP services encompassing rostering and management of staff.</li> </ol>



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<p><b>Key Responsibilities &amp; Objectives</b></p>	<p><b>To ensure that all clients of the Individualised Support &amp; RASP programs receive services and supports which are appropriate for their individual needs.</b></p> <ul style="list-style-type: none"><li>• Possess a fundamental understanding of the Victorian Disability Standards and their underlying principles.</li><li>• Develop and review an individual support Plan that reflects their needs based on the fundamentals of Person Centred /Essential Lifestyle Planning.</li><li>• Monitor the progress toward and achievement of personal goals according to the current support plan.</li><li>• Ensure confidentiality, uphold the rights, independence and dignity of individuals and ensure that the choices of all clients are recognised, respected and responded to appropriately at all times.</li><li>• Facilitate and encourage participation through the use of effective and augmented communication and interaction strategies.</li><li>• Involvement in identification and resolution of a range of issues (often of a complex nature and in a variety of contexts) in daily interaction with clients, Staff, Parents, Carers and significant others.</li></ul> <p><b>1. To ensure that adequate records and documentation are kept in relation to their Team, Members and program.</b></p> <ul style="list-style-type: none"><li>• Facilitate and document monthly Communication and Support meetings with allocated staff of the Team.</li><li>• Demonstrate a comprehensive knowledge in relation to individualised approaches and program support including the ability to match individual clients with appropriate staffing options.</li><li>• Possess and apply the necessary skills and ability to deal with incidences that occur on a daily basis, ensuring that they are managed according to organisational policies and procedures and are recorded on the appropriate forms and brought to the attention of the Coordinator.</li><li>• Maintain and record relevant information that pertains to client services, personal details, and support plans.</li><li>• Plan, implement and monitor Individual Support Plans and Behaviour Support Plans as required including consultation with BIST, families and other professional resources where necessary.</li><li>• Manage data and systems that monitor the utilisation of individually attached resources and ensure clear accountability mechanisms are in place.</li></ul> <p><b>2. To comprehend and comply with organisational policies and procedures in the delivery of services and actively demonstrate the necessary skills to assist in their implementation and review.</b></p> <ul style="list-style-type: none"><li>• Undertake rostered or other duties as directed in a manner ensuring</li></ul>
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	<p>quality service delivery according to the Disability Service Standards, Disability Act 2006 and other relevant legislation.</p> <ul style="list-style-type: none"> <li>• Adhere to Health and Safety regulations in accordance with the Health and Safety Act 1985 and other relevant safety policies and procedures.</li> <li>• Actively participate in program planning, in-service training sessions, and Team building.</li> <li>• Exercise comprehensive liaison skills with clients, their families/carers, community agencies, specialist staff and other services.</li> <li>• Ability to work under general supervision and exercise skill, judgment and risk management in making independent decisions.</li> <li>• Assist in the planning, implementation and supervision of programs and activities.</li> <li>• Demonstrate a comprehensive understanding and knowledge of relevant legislation including the Disability Act 2006, other legislative requirements and/or amendments relating to service provision to people with a disability.</li> </ul> <p><b>3. Portfolio</b></p> <ul style="list-style-type: none"> <li>○ RASP</li> <li>○ Individualised Support</li> </ul>
<p><b>Qualifications &amp; Experience</b></p>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Minimum Certificate IV in Disability or other tertiary qualifications in Disability, Human Services or a related field.</li> <li>• Proven ability to manage and monitor an allocated program budget, including periodic reporting as required ensuring compliance with organisational policy and procedure.</li> <li>• Current Driver's License (Manual preferred).</li> <li>• Current First Aid Certificate (minimum Level II).</li> <li>• Demonstrated experience within Community Services and knowledge of current trends and legislative requirement.</li> <li>• Proven experience in the effective support, management and supervision of a Team of Staff.</li> <li>• Computer literacy (including MS Office products).</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Frontline Management (or equivalent) and/or relevant management experience.</li> <li>• Previous experience working within a Quality Management Framework.</li> <li>• Experience in Person Centred/Essential Lifestyle planning and development.</li> <li>• Commitment to the principles and philosophies outlined in the Disability Act 2006 and the Victorian Charter of Human Rights and Responsibilities.</li> </ul>



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<b>Core Attributes</b>	<ul style="list-style-type: none"><li>• Highly developed and effective communication skills.</li><li>• Advanced computer literacy/skills.</li><li>• Proven ability to work within a Team orientated environment.</li><li>• Ability to make, and support clients in the making of informed decisions.</li><li>• Established problem solving and conflict resolution skills.</li><li>• Effective listening and negotiation skills.</li><li>• Excellent organizational and time management skills.</li></ul>
<b>General Information</b>	<ul style="list-style-type: none"><li>• This position is 38 hours per week and will be offered on a 12 month contract.</li><li>• A 3 month probationary period applies.</li><li>• The successful incumbent will be required to work flexible hours which may include evenings.</li><li>• A work plan will be developed within 12 weeks of appointment.</li><li>• Monthly progress reports will be completed and presented to the Program Development Manager for referral to the Board of Management. An attendance book is required to be completed on a daily basis.</li><li>• Team Leaders will participate in annual performance appraisals and have access to regular Communication and Support sessions with Coordinator.</li><li>• Broadmeadows Disability Services maintains a high level of Staff development and training.</li></ul>