

## Employee Position Description

Position Details				
<b>Position Title:</b> Team Leader / ECEI/ Occupational Therapist	<b>Department:</b> Child and Family Services	<b>Agreement:</b> Victorian Stand Alone Community Health Centres Health Professionals Multi Employer Agreement 2012-2016		
<b>Reports To:</b> Manager ECEI	<b>Location:</b> Multisite			
<b>Direct Reports:</b> Stream within Child and Family Services	<b>Employment Status:</b> 0.8 FTE	<b>Classification:</b> Grade 3 – year level according to experience		
Position Primary Purpose				
<p>To work as part of a team of professionals who specialise in the development and wellbeing of children.</p> <p>Predominantly to team lead a stream of the Child and Family team. This role provides operational and service delivery support to allied health and support staff. The role requires collaboration with other leaders within the team and reports to the ECEI Manager Child and Family Services and supports the Senior Manager Child and Family Services.</p> <p>The role also involves a clinical load to provide high quality, evidence-based and efficient paediatric occupational therapy services to children and their families and carers as part of the Child and Family Services team. Funding streams include NDIS, Community Health, Medicare and full fee paying clients.</p>				
Decision Making Authority	Key Relationships			
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Client management specific to profession</li> <li>Signing off team HR processes and timesheets</li> <li>Approval of small purchase orders in accordance with the Access HC Delegation framework</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>Senior Manager Child and Family Services</li> <li>Manager ECEI and Team Leaders Child and Family Services</li> <li>Allied Health Clinicians in the Child and Family Team</li> <li>NDIS Liaison Support Staff</li> <li>Child and Family Intake team staff</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>NDIS partners</li> <li>NDIA</li> <li>DHHS Education providers</li> <li>LGA</li> <li>ECIA</li> <li>AHPRA</li> <li>Professional Associations</li> <li>Peer Support Networks</li> <li>Maternal and Child Health Nurses</li> </ul>		
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
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		<ul style="list-style-type: none"> <li>• GP's</li> <li>• Paediatricians</li> <li>• Primary Health Care providers</li> <li>• Private practitioners</li> </ul>
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Key Accountabilities	
Focus Areas	Responsibilities
Program Delivery and Development	<p><b>Team Leader Responsibilities</b></p> <p>Assist and support the ECEI Manager and the Senior Manager Child &amp; Family Services</p> <ul style="list-style-type: none"> <li>• By ensuring that appropriate recruitment and selection processes are followed, attracting quality applicants that align with our organisational mission and values.</li> <li>• By ensuring quality outcomes, clinical governance and support for a comprehensive and integrated approach to the care of children and their families</li> <li>• By monitoring KPI's and activity against targets for staff members who directly report to the position and reporting these back to the Manager ECEI, including reporting on budget performance to ensure that staff are working to their budgets</li> <li>• By providing line management supervision and leadership to the designated stream. This includes providing, coordinating and monitoring orientation, performance appraisal and staff planning development, mentoring, peer supervision and continuing professional development for the staff who report to the position</li> <li>• By providing leadership and group supervision support for the Occupational Therapy group across the whole Child &amp; Family Services Team</li> <li>• By conducting other operational/administrative tasks around the team's management (e.g. incident reporting, timesheets/leave approvals/purchase requests, etc.)</li> <li>• By working together with the ECEI Manager and other Team Leaders to seek growth in clinical and business opportunities and develop business cases to support these</li> <li>• By working together with the ECEI Manager and other Team Leaders assist with the annual budget planning</li> </ul>

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Key Accountabilities				
Focus Areas	Responsibilities			
	<p>process</p> <ul style="list-style-type: none"> <li>• By collaborating with ECEI Team leaders and teams to create streamlined processes and collaborative practice across the whole Child and Family services</li> <li>•</li> </ul>			
Service Delivery and Development	<p><b>Provision of centre based and outreach services &amp; programs</b></p> <ul style="list-style-type: none"> <li>• Operate a paediatric occupational therapy service within multi and transdisciplinary teams to ensure the delivery of centre based and outreach services to all eligible clients</li> <li>• Assess, plan and provide interventions for a caseload of pre-school and school aged children</li> <li>• Initiate, plan, implement and evaluate group therapy programs for children as appropriate</li> <li>• Participate in client care meetings and department meetings for the purposes of team care planning, case conferencing and client review</li> <li>• In collaboration with other AccessHC Child &amp; Family service staff and management, review the content of individual &amp; group programs and make service changes based on the outcome of these reviews</li> </ul> <p><b>Provision of family-centred and strength-based service</b></p> <ul style="list-style-type: none"> <li>• Work with the child and their family as equal and active partners to ensure family centred practice</li> <li>• Set goals and service delivery plans that are based on the family's priorities and choices</li> <li>• Build on the family's strengths and develop the family's resources to facilitate meaningful outcomes for the child and family</li> <li>• Deliver services that are sensitive and respectful of the family's cultural, language and social background</li> </ul> <p><b>Promotion of child development through a child's natural environment</b></p> <ul style="list-style-type: none"> <li>• Work with the child and their family through play and routines to ensure meaningful outcomes</li> <li>• Deliver services in the home, community and childhood settings to ensure functional outcomes</li> <li>• Facilitate inclusion and meaningful participation in home and community life, providing supports as needed</li> </ul> <p><b>Collaboration with the child's team</b></p> <ul style="list-style-type: none"> <li>• Work together with the family, members of the Access HC Child &amp; Family Services Team, early childhood practitioners and other carers as a team around the child to ensure a coordinated service approach</li> <li>• Act as a child's key worker providing the family with a main point of contact and helping to coordinate service delivery</li> </ul>			
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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>• Liaise with referral agencies to ensure continuity of care</li> </ul> <p><b>Provision of capacity building service</b></p> <ul style="list-style-type: none"> <li>• Build the skills and knowledge of the people who spend most time with the child to deliver a greater impact on the child's learning and development.</li> <li>• Develop and foster professional relationships with other providers and agencies in the community to ensure that effective referrals and sustainable self- management opportunities for clients are offered.</li> </ul> <p><b>Provision of evidenced-based and outcome-based services</b></p> <ul style="list-style-type: none"> <li>• Base intervention on sound clinical evidence and research to ensure effective and accountable practice.</li> </ul> <p>Focus on what the family wants for their child and family, using professional knowledge and expertise to deliver the best outcomes for the child</p>
<b>Maintenance of appropriate documentation</b>	<ul style="list-style-type: none"> <li>• Maintain progress notes to ensure documentation of services provided.</li> <li>• Record and maintain child and family goals, including strategies, time frames and who will be involved to work on the goals.</li> <li>• Provide written reports and assessments required to meet the service goals agreed with the family.</li> </ul>
<b>Participation in the development of the Child and Family Services Program to achieve Access Health and Communities Vision for Excellence</b>	<ul style="list-style-type: none"> <li>• Be an active participant in the ongoing development of the Child and Family team plan.</li> <li>• Ensure up-to-date sector knowledge including NDIS, DET and other Community Health Services.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i></b></li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

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Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check</li> <li>• Working with Children Check</li> <li>• Professional Registration</li> <li>• Medicare Registration Provider Number (except teaching)</li> <li>• Driver's Licence</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in physiotherapy</li> <li>• Minimum of 3 years clinical experience and previous leadership role</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>• Commitment to continuous quality improvement and health promotion principles</li> <li>• Effective time management and prioritisation skills</li> <li>• Well-developed presentation and report writing skills</li> <li>• High level of accuracy and attention to detail</li> <li>• High level of cultural sensitivity and awareness</li> <li>• Strong analytical and problem solving skills</li> <li>• Demonstrated leadership skills</li> <li>• Demonstrated ability to work in a team environment</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>

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