

JOB DESCRIPTION AND POSITION SPECIFICATION

POSITION TITLE:	Team Leader – Children’s Service
CLASSIFICATION:	Level 4 – Disability Living Enterprise Agreement 2016
RESPONSIBLE:	Service Manager

PREAMBLE

We believe in the inherent right of people with disabilities to have choice and control over their lives and support their right to be active citizens enabling them to participate fully in the community. Underpinning disAbility Living’s mission which is “To provide a range of opportunities for people with disabilities, to improve their capacity to live in the community independently and with dignity” it is imperative that we align with disAbility Living’s **CREDIT** Culture with our service delivery systems and processes.

Communication

We will listen and communicate effectively and with consideration in order to better understand each other.

Respect

We will show regard and consideration for people’s feelings.

Empowerment

We will encourage, support and enable individuals to control their own lives.

Dignity

We will ensure that the innate right to respect and ethical treatment is upheld in our actions and communications.

Insight

We will be aware of, and develop, an understanding of the motivation behind an individual’s actions, thoughts and behaviour, so as to maximise the benefits of the supports we provide.

Trust

We will ensure that our integrity, strength and ability in assisting others are not abused.

disAbility Living’s values such as Inclusive, Capacity, Quality, Advocacy, Supportive Workplace & Strong Governance support the CREDIT Culture. These values drive how we conduct our business and how we behave. Specially, the CREDIT culture allows for our organisation to see each other as human beings with similar experiences, rights and feelings.

JOB SUMMARY:

Responsible to the Services Manager, for the efficient and effective provision of quality respite services for Children, Young People and their families. To develop, coordinate and lead individualised programs that are developmental in nature and promote play. To lead a team that provides a fun, child safe and friendly respite service that supports Children and Young People to learn, grow and reach their full potential.

Statement of Key Outcomes/Activities

- Work within and promote Human Rights principles, the Convention on the Rights of the Child and the Charter of Rights for Children and Young People in Care
- Encourage Children, Young People and their families to exercise and understand their own rights and responsibilities and understand the rights and responsibilities of others.
- Work within and promote the National Disability Service Standards.
- Lead and promote the CREDIT Culture and the Policies and Procedures of disAbility Living.
- Maintain a Child Focus and rights based and Person Centered approach to service delivery.
- Encourage Children and Young People and their families to tailor their service and coordinate support accordingly.
- Encourage and support the development of family networks and friendships for Children and Young People.
- Seek feedback and review service delivery accordingly.
- Liaise with the Child or Young Person's School to ensure consistent learning approaches.
- Coordinate the development, lead, monitor and evaluate individualised programs that are developmental in nature, promote play and include Independent Living Skills Development.
- Assist in the development and review of Manual Handling, Positive Behaviour Support, Mealtime Management, Learning and other plans and ensure these plans are followed.
- Assist in the assessment of the compatibility of Children and Young People seeking service.
- Maintain, monitor and lead a culture of a Child Safe Environments
- Identify and document the individual ongoing and changing needs of Children and Young People and review agreed approaches with the support of the team.
- Maintain and protect privacy, dignity and confidentiality in accordance with policy and procedure.
- Ensure information and support is provided to Children, Young People and/or their families on advocacy support and facilitate the use of advocates if required.
- Provide and lead Positive Behaviour Support practices and strategies and a least restrictive environment.
- Facilitate access to community services and resources.
- Work within and promote National Standards for the NDIS including Quality and Safeguarding standards.
- Develop and review individual goal plans, support staff to deliver services based on individual goal plans and develop NDIA reports.
- Liaise in a sensitive, respectful and informative way to informal and formal supports
- Ensure that cultural needs considered and planned for with families.

- Create, maintain and enhance productive working relationships and communications with all stakeholders.
- Lead, manage and support a team environment.
- Identify and communicate staff training needs and be involved in delivering training where appropriate.
- Actively support Children and Young people to be involved as much as possible in activities or daily living, social, recreational, leisure and community activities. Provide daily living support, including personal care and housekeeping.
- Adhere to disAbility Living's Professional Code of Conduct.
- Maintain records, monitor operation of information systems and complete other administrative duties as required.
- Assist in the recruitment, orientation and supervision of new and existing staff, volunteers and students.
- Complete roster on a fortnightly basis.
- Monitor and control expenditure and resource usage within delegated authority and policy.
- Assist in identifying new needs and developing new facilities and services as required.
- Participate in and plan meetings as required.
- Assist in the development, implementation, reviews (internal audit), monitoring and reporting for compliance to disAbility Living policies and procedures, ensuring staff are aware and following policy and procedure.
- Work within the Risk Management Guidelines of the organization and lead and monitor the team in the area of Risk assessment and management.
- Be willing to work reasonable overtime to meet specific requirements.
- Attend approved training and development programs.
- Be willing to work across any area of the organisation as directed.
- Appraise and manage staff performance and undertake performance development planning.
- Work within and guide staff to adhere to the WHS&W Policies and procedures.
- Work with a diverse range of Individual's with a disability
- Work in partnership with other organisations to ensure the quality of the service
- Promote and ensure the positive image of disAbility Living.

ORGANISATIONAL RELATIONSHIP:

Reporting to the Service Manager.

Staff Reporting to the position:

- Team of Child Support Workers
- Volunteer/Students

LEVELS OF AUTHORITY:

Has authority to give direction to:

- Child Support Workers, Volunteers, Students

Personal abilities/ skills

- Initiative and self-motivation
- Ability to relate on an interpersonal level with others
- Commitment to human rights principles and to Person-Centred approaches
- Sense of humour
- Leadership and management
- A flexible approach to providing individualized supports
- Excellent oral and written communication skills
- Competent in the use of Microsoft Office and data base applications
- Change Management skills and the ability to support others with learning about and coping with change.
- Advocacy skills
- Problem solving and conflict resolution
- Sound organisational and time management skills
- Ability to accept direction and constructive criticism

Knowledge and experience

- In community-based human services
- Working with Children and Young People who have a disability and their families
- Supervising staff, volunteers and students
- Leading and managing teams
- Developing and leading developmental programs
- In providing respite

Qualifications and training

- Certificate IV in Community Services (Children's Services, Child Protection, Disability) or equivalent qualifications or higher (diploma or degree in disability or education in a human services field for example)
- Manual Handling
- Senior First Aid
- Medication Administration
- Child Safe Environments

Desired qualifications and training

- Diploma of Management

10. SPECIAL CONDITIONS:

- Must be prepared to work over a 7 day roster, including mornings, evenings, weekends, public holidays and sleepovers. This position will require work each weekend.

- Must be prepared to relocate within any of disAbility Living's services if the need arises.
- Phone support to Child Support Workers outside of rostered hours will be required.
- Some work outside of normal rostered hours may be required.
- A current driver's licence and a willingness to drive disAbility Living Inc's vehicles are essential.
- Current Manual Handling Certificate (obtained within the last 12 months of commencement date) and physical ability to undertake manual handling procedures (satisfactory Functional Capacity Evaluation with a practitioner of disability Living's choosing and discretion may be required)
- Appointment to a position is subject to satisfactory medical and police check.
- The Team Leader – Children's Service is requested at times to relieve others in the case of sick leave and annual leave.
- Appointment to any position within disability Living Inc. is subject to a National Criminal History Record Check from DCSI that is accepted by the Managing Director

Employee Name: _____

Employee Signature _____

Date appointed/
reviewed: _____

Manager Director
Signature: _____