



Position Title:	Team Leader – Daily Living
Reports To:	Services Manager – Daily Living
Nature of Position:	Full Time
Last Reviewed:	April 2021

Introduction

Community Living & Respite Services (CLRS) is a not-for-profit organisation based in Echuca that provides support services to people with disabilities, the aged and their families.

Our Vision

Our vision is community enriched by the inclusion of all, empowering individuals and families to live the life they choose.

Core Values

Respect:	We recognise and value individuality
Wellbeing:	We encourage healthy lifestyle choices
Flexibility:	We provide innovative and responsive services to meet individual needs
Accountability:	We are professional, ethical, honest and take responsibility for our actions

CLRS believes that in addition to professional skills, practical experience and an “outcomes” focus, staff should possess the following attributes

- Personal commitment and courage – the capacity and willingness to take initiatives
- Ability to motivate and extend the skills of staff
- The ability to create a climate of innovation and to think outside the square
- Willingness to accept change and the ability to manage it
- Credibility as a result of coherent action, leadership and achievement
- Broad interests, responsible behaviour as well as fostering a balanced lifestyle

Purpose of the Position

To lead a team of Direct Support Professionals (DSP) to deliver supports in the home or community using the active support model. This includes negotiating service booking agreements, effective support planning & implementing supported decision making to ensure that the client is able to engage in supports that meet their individual care and support needs.

Key Areas of Responsibility

Client Support

- Ensure all clients have current and up to date Client Files, Support Plan, Funding agreements, Risk Assessments, Health Plans and any other documentation they specifically require
- Assist in identifying client needs by engaging in a strengths based approach to support planning
- Ensure support is provided to clients using the Active Support model and gives clients as much control and independence as possible without compromising CLRS duty of care to the client
- Ensure clients are supported to make choices on their day to day needs



- Ensure clients are supported using active support and support planning to make decisions and choices and are supported to have goals and dreams
- Ensure that Positive Behaviour Support is documented and staff are correctly trained to implement
- Encourage and support clients to undertake regular activities of their choice in the community which are consistent with their NDIS/funding plan
- Encourage clients to develop skills for independent living consistent with their NDIS/ funding Plan.
- Support contact and communication between clients and their families and friends
- Liaise with other services providers, family and advocates
- Support Client to participate in their NDIS planning processes and provide evidence to support Clients requests where required
- At all times behave in ways which promote a positive image of the clients and people with disabilities in general in the community
- Support clients to raise issues and concerns
- Accurately document any concern or complaint raised by a client or their representative and report it immediately to the Services Manager
- Ensure all hazards are documented and any NDIS or other Reportable Incidents are reported immediately to the Services Manager
- Ensure any use of restrictive interventions or compulsory treatment for a person with a disability is only used in accordance with the Disability Act 2006 and the National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018
- Maintain the confidentiality of client information at all times

Staff Management

- Develop and maintain a positive staff culture that supports the philosophy of the organisation, relevant legislation and policies, and the strategic directions of the sector
- Provide supervision and role modelling to ensure all staff work cooperatively and effectively as a team
- Provide client roster needs to the Rostering Team
- Ensure all staff adhere to all policies and procedures
- Conduct monthly team meetings and staff development including Medication Competency and induction to client supports
- In consultation with the Services Manager complete Informal Staff Discussion/ Counselling.
- Conduct Annual Professional Development Reviews

Administration

- Establish a thorough working knowledge of the relevant CLRS policies and procedures and work in a manner consistent with these at all times
- Record and capture all data requested
- Ensure the Environmental risks assessments have been completed annually for supports delivered in the clients homes and comply with legislative and funding body standards and requirements and organisational Occupational Health and Safety standards
- Manage individual client budgets and maintain appropriate records
- Complete all reports in a time efficient manner



Other

- To participate in mandatory training
- On call on rotating basis
- Ability to complete active shifts evenings and weekends when required
- Other duties in accordance with the Direct Support Professional Position Description
- Other duties as negotiated with the Services Manager

Health and Safety in the Workplace

Staff employed by CLRS are required to participate in Occupational Health and Safety (OHS) by:

- Adhering to CLRS policies and procedures in relation to OHS
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*
- Participating in the development of a safe and healthy workplace and adhering to safe work practices
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment

Key Selection Criteria

- Previous experience working in the disability or aged care field
- Understanding of current disability services legislation and standards
- Experience in managing staff
- Ability to work in a team environment and maintain good working relationships, and the ability to work independently
- Self-motivation and ability to think and plan laterally
- A high level of computer literacy
- Effective time management skills and the ability to prioritise workload, set goals and meet deadlines
- Excellent written and verbal communication skills, negotiation and liaison skills
- An understanding of positive behaviour management
- Respect for the cultural and religious needs of clients
- Tertiary qualifications in Community Services or equivalent, preferably at Diploma level

Other Requirements

- Contact details are to be provided for three referees
- Current Driver's Licence
- Unencumbered Police Check
- Current Working With Children Card
- Level Two, First Aid

Promotion of Organisation

The Team Leader must at all times promote the organisation in a positive manner, and is encouraged to support functions that raise the awareness of the organisation in the community.

Networking and attendance at functions outside of normal working hours will be required.



Attendance at CLRS staff functions including breakfasts, afternoon teas and Christmas functions is expected.

Confidentiality

The Team Leader is expected to observe confidentiality, at all times and under all circumstances, both during and after employment with Community Living & Respite Services Inc., all details of CLRS affairs, and all client and staff details.

Terms and Conditions

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. **This position is classified as Level 3 of the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010.**

Salary will range from \$ 68,351.24-73,281.14 (above award), dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award

We offer all our employees the option to salary package which may increase take home pay.

CLRS is a registered Public Benevolent Institution (PBI) that provides salary benefits to employees. For more information, visit <https://www.salary.com.au/>

The position is subject to 6 month probation period.

A Professional Development Review will be undertaken after three months of employment, and annually thereafter.

Employment Benefits

- Making a difference in the lives of others
- Salary Packaging - CLRS is registered as a Public Benevolent Institution which enables staff to access salary packaging options *
- Free Annual Flu Injection
- Training offered in a variety of areas on an ongoing basis
- Staff are able to request flexible working arrangements
- Friendly environment
- Supportive management



Position Description

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read and understand its contents.

Employee Name

Employee Signature

Date

Services Manager

Date