

POSITION DESCRIPTION

Position Title	Allied Health Team Leader		
Division	Primary Healthcare	Unit	Allied Health
Campus	Based at Leongatha or Korumburra		
Classification	Allied Health Professional, Grade 3		
Award	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 - 2020		
Reports To	Allied Health Manager		
Position Approved By	As per Board minutes 24/9/20		

Position Outline:

The position of Allied Health (Team Leader) combines strong clinical and leadership skills to support the allied health teams to provide safe and effective, person centred care in partnership with clients, their families and healthcare team.

This objective is achieved by adhering to the following core principles;

- Provide quality support to clients by completing assessment, service delivery (including counselling) and discharge planning tasks consistent with best practice standard.
- Participate in a coordinated team approach to patient care.
- Participate in the education of patients, staff, community and students.
- Support the Allied Health Manager to achieve targets, improve service efficiency, service coordination and the client experience within the social work team.
- Provide effective leadership, supervision and clinical support to allied health staff and students
- To have knowledge on community health funding streams and to ensure targets across funding streams are met.
- To ensure all allied health KPI's are achieved.

Working with a diverse range of people, you are required to uphold GSHS values and ensure our patients and families are treated with respect and professional care.

Divisional Context:

The Primary Healthcare Directorate at GSHS is a dynamic team of nurses, health professionals, allied health assistants and managers who provide a broad range of community-based and ambulatory care services to the South Gippsland Shire, including;

- Intake & Assessment
- Planned Activity Groups
- Health Promotion
- Social Work
- Speech Therapy
- Home Care Packages
- Podiatry
- Specialist Nursing
- Drug Treatment Services
- Volunteer Coordination
- Disability Services
- Health Information
- Acute Services
- Disability services
- Physiotherapy
- Occupational Therapy
- Dietetics
- Medical Imaging

Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision
<i>Excellence in Healthcare</i>

Mission
<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none"> • Continuous Improvement • Evidence Based Practise • Consistency of Practice • Innovative Practice • High Standards 	<ul style="list-style-type: none"> • Unwilling to Improve • Lack of Innovation • Non-Adherence • Inconsistency • Acceptance
Individuality	<ul style="list-style-type: none"> • Be Tolerant • Acknowledge Rights • Personalise • Support Individuals • Practice Self Care 	<ul style="list-style-type: none"> • Lack of Respect • Discriminating • Being Inconsiderate • Being Judgemental • Being Dismissive
Collaboration	<ul style="list-style-type: none"> • Value Teamwork • Involve Others • Actively Listen • Ask and Offer Solutions • Support Decisions and Change 	<ul style="list-style-type: none"> • Poor Communication • Criticising Others • Being Negative • Not Open • Withholding Information
Accountability	<ul style="list-style-type: none"> • Take Responsibility • Set Clear Expectations • Manage Performance • Results Focused • Ethically Bound 	<ul style="list-style-type: none"> • Blaming Others • Unethical Behaviour • Underperforming • Unreliable • Shirking Responsibility
Respect	<ul style="list-style-type: none"> • Respect People • Respect Privacy • Respect Property • Respect Views • Be courteous 	<ul style="list-style-type: none"> • Being Rude • Being Negative • Being Disrespectful • Being unhelpful • Disrespecting Property
Empowerment	<ul style="list-style-type: none"> • Take Initiative • Actively Participate • Ask Questions • Clarify Expectations • Empower Others 	<ul style="list-style-type: none"> • Authoritarian • Discrimination • Blaming Others • Not Sharing • Stifling Development

Key Responsibilities

- To be a senior experienced clinician in your discipline
- Working with the Allied Health Manager to embed the Excellence Program tactics
- To conduct performance appraisals and clinical supervision to Grade 1 and 2 clinicians in your discipline.
- Coordinate and lead quality improvement projects in Allied Health
- In collaboration with the Allied Health Manager, work to embed the excellence program.
- In collaboration with Allied Health Manager, ensure all Allied Health policies and procedures are up to date.
- Providing evidence based allied health services
- Actively participating in the development and monitoring of systems to support client flow including practices to manage service access, demand, delivery and waiting lists consistent with GSHS and funding provider requirements.
- Working with the manager to write submissions, briefing papers and related documents incorporating clear, concise and well informed options and recommendations
- Ensuring a culture of quality improvement, measurable outcomes and best practice to all areas of responsibility and conform to the quality framework to meet accreditation requirements.
- Completing other tasks as allocated by the manager, e.g. kronos, human resources activities for team.
- Attending and contributing to team meetings and education sessions
- Providing leadership and support for direct reports, and ensure that staff receive appropriate performance management, professional training and development opportunities.
- Supporting the manager to maintain and implement systems and processes to ensure service targets are met
- Actively work to increase private income streams in Allied Health
- Supporting appropriate, safe and financially accountable rosters and workforce management
- Supporting the manager in undertaking recruitment and orientation of allied health staff and students.

Key Selection Criteria:

Mandatory

- Holds a Bachelor degree in relevant discipline and is registered with AHPRA.
- Highly developed interpersonal skills; excellent communication, organisation and negotiation skills.
- Demonstrated ability to act as an effective role model, provide leadership and influence others.
- Demonstrated commitment to quality and service development.
- Problem Solving; ability to manage critical issues, interpret situations, report on information, and provide recommendations.
- Promote participative decision-making working effectively and harmoniously as a member of a multidisciplinary team whilst also being able to work autonomously and independently.
- Evidenced experience working effectively with a variety of situations, individuals or groups and the ability to meet competing demands and demonstrate excellent time management skills.
- Willing to be involved in significant service change and innovation and have a flexible approach to the development of service models and structures.
- Solid understanding of the Primary health funding models
- Victorian Driver's License
- Willingness to undergo a pre-employment Police Records Check.

Desirable

- Relevant post graduate qualifications
- Work experience in a rural health setting
- Experience in leading teams

OH&S

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

Policies & Procedures

It is everybody's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

Values & Conduct

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS' Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee's conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

Child Safety

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children
- Recognise vulnerability and identify risk and harm to children early
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes
- Promote culturally competent and responsive health care
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017)

Violence and Aggression

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.
- identify, respond to and support consumers impacted by family violence as guided by organisational procedures
- identify, report and access support in relation to incidents of occupational violence and aggression.

Diversity & Inclusion

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

Risk Management

GSHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

- Contribute to effective risk management within their area of influence
- Adhere to organisational risk management policy and procedures
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities
- Identify new and emerging risk
- Contribute feedback to risk management review processes

Professional Development & Performance Management

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

Quality Improvement

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

Clinical Supervision

GSHS participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

Privacy & Confidentiality

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign a Confidentiality and Privacy Agreement, that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Management and Discipline Policy and the relevant Enterprise Agreement.

Additional Requirements:

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS' discretion and activities may be added, removed or amended at any time.

Sign-off to verify agreement with this Position Description:

Incumbent		Date	
Manager		Date	