

## Position Description

<b>Position title</b>	Program Leader
<b>Employment Status</b>	Permanent Part Time
<b>Classification and Salary</b>	To be determined based on qualification and experience
<b>Location</b>	Southern Tasmania
<b>Hours</b>	0.6 FTE
<b>Term</b>	Until December 2020

## Organisational Context

Richmond Fellowship Tasmania (RFT) is the largest community-based providers of community mental health services in Tasmania. Our vision is to 'inspire a healthy community, where people are leaders in their own lives' and our mission is to 'deliver excellence through person centered, recovery and wellbeing services'. We strive to achieve this by promoting choice and control for all our consumers and NDIS participants and deliver services that help them achieve their goals.

## Position Overview

The Up and About Program (funded through a Move it Aus participation grant from Sport Australia) is supporting mental health service consumers across Tasmania to get active and improve their health outcomes. The program delivers regular face to face and virtual Exercise Physiology group sessions across Tasmania. The program has been adapted for individuals and benefits include reduction of sedentary behaviours, prevention of non-communicable diseases and improved social and mental health outcomes.

This role will lead the Up and About Program to deliver contractual obligations and program operations, including overseeing the running of the group exercise sessions, supporting or directly managing participant intake and exit processes, stakeholder engagement and providing health coaching to participants.

## Period of Employment

This position is permanent part time contract ending December 2020 and is subject to a probation period.

## Accountability

This position will support the strategic, operational and cultural direction of Richmond Fellowship Tasmania, responsible for ensuring that there is a strong emphasis on productivity, efficiency and service quality. Richmond Fellowship Tasmania prides itself on participants being at the center of all we do.

## Conditions of Employment

The terms and conditions of employment will be in accordance with the Richmond Fellowship Tasmania Enterprise Agreement. As a condition of employment, the following are required:

Police Check	A criminal record check completed within the last 6 months must be supplied for all new appointments. Where a new employee has lived outside of Australia for 12 months or more, within the last 10 years, an international check is also required to be provided.
Working with Vulnerable People Check	A valid Working with Vulnerable People check must be supplied and maintained for the term of employment.
Car license	A valid Australian driver's license (P plate and above) must be supplied by all employees and maintained for the term of employment
Right to work within Australia	Australian or New Zealand citizenship or relevant working visa with VEVO documentation.
Diploma or tertiary qualification in a health science or allied health related discipline	This is the minimum qualification expected for this role, post graduate tertiary qualifications will be highly regarded,
First Aid Certificate	The employee must supply a valid HLTAID003 – Provide First Aid Certificate including HLTAID001 – Provide Cardiopulmonary Resuscitation (or such certificates that it is superseded by as listed on training.gov.au) and maintain the currency of these qualifications in accordance with the Safe Work Australia First Aid in the Workplace Code of Practice throughout their employment.

## Responsibility

### Responsibility 1 – Meet Program Deliverables and Contractual Obligations

- Manage the day to day running of the program
- Coordinate and work with appointed Exercise Physiologists to prepare for and assist facilitate group exercise programs
- Undertake any follow up required for group exercise sessions
- Undertake report writing, communication and delivery of the program in line with contractual obligations
- Provide direction and supervision to direct reports and contractors
- Oversee the contracted Exercise Physiologists to delivery of exercise physiology services to people experiencing mental health issues to assist clients to engage in physical activity and self-manage chronic conditions and develop healthier lifestyles.

### Responsibility 2 –Client Engagement and Supports

- Arrange and/or oversee the completion of intake interviews with all clients
- Provide health coaching via telephone within a motivational interviewing framework.
- Incorporate, where appropriate education regarding lifestyle intervention and physical activity to clients through regular health coaching
- Manage and moderate client Facebook page

### Responsible 3 – Stakeholder Engagement

- Work closely with the local community mental health teams, community based mental health organisations and clinic practice managers to promote the program, build understanding of the program and encourage referrals
- Support stakeholders to understand program outcomes by providing regular tracking of progress in monitoring client progress and care, ensuring feedback is provided to staff and supporting implementation of changes in response to identified gaps

- Maintain a positive relationship with funder

#### **Responsibility 4 - Data Administration and Evaluation**

- Ensure maintenance of privacy and confidentiality in relation to client information
- Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets
- Ensure information is recorded accurately and in a timely manner in the electronic health record system
- Work with the team to ensure through evaluation of client and group outcomes, seek and accept feedback from clients, service providers and colleagues and continue to work on quality improvement.

#### **Responsibility 5 - Self- Management and Team Contribution**

- Comply with Richmond Fellowship Tasmania's policies and procedures at all times
- Participate in quality and service improvement activities to continually improve client care
- Work within a legal and ethical framework
- Streamline procedures for seamless client care within Richmond Fellowship Tasmania and with external providers
- Participate in regular supervision
- Work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to Richmond Fellowship Tasmania's Workplace Health and Safety policies and procedures
- Participant in grant and tender writing
- Undertake occasional travel within Tasmania

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.

## **Selection Criteria**

### **Essential**

- Diploma or tertiary degree in health science or allied health discipline
- 3 Years minimum experience working in Mental Health and/or supporting positive mental health programs
- Experience leading a team to deliver service outcomes
- Experience delivering contractual requirement, including report writing

### **Desirable**

The interested applicant will need strong communication skills, be able to develop rapport quickly, have a strong understanding of motivational interviewing and be confident in using technology.

## **Key Performance Indicators (KPI)**

### Key Performance Indicators

This position has Key Performance Indicators (KPIs) aligned to it and are a requirement of the position. Performance evaluation will be undertaken prior to completion of any specified

probationary period, then annually. Performance appraisal will include but not be limited to the Key Performance Indicators identified for this position.

These KPI's form an essential part of employee's achievement of probationary objectives, work plans and performance management reviews. These KPI's can be changed to meet the changing needs of Richmond Fellowship Tasmania.

<b>KPI1</b>	<b>Program Deliverables</b>	100% of groups run line with agreed program plan Exercise Physiologists are supported to deliver group-based programs
<b>KPI2</b>	<b>Stakeholder Engagement</b>	Key stakeholders are identified and engaged throughout the program
<b>KPI3</b>	<b>Client Engagement and Evaluation</b>	100% of client intake and exit evaluations are completed 100% of clients who have requested phone/text-based health coaching receive it in line with agreed schedule Client Facebook is managed and moderated
<b>KPI4</b>	<b>Contractual Reporting</b>	100% of reports delivered on time inline with contract

## Values Statement

Our vision at Richmond Fellowship Tasmania is to 'inspire a healthy community, where people are leaders in their own lives'. Our mission is to deliver excellence through person centered, well-being and recovery services. Our values are at the forefront of everything we do both as individuals and as an organisation. It is important that within every role at Richmond Fellowship we live the Richmond Fellowship Values, Mission and Vision. Our values are:

- **Recovery and Wellbeing** – We believe that people can and do recover and that everyone has a right to feel a sense of wellbeing. We work with purpose, courage, integrity and empathy to promote choice, hope, build resilience and grow individual self-determination.
- **Inclusion and Community** – We respect and value people's differences and recognise the strength that diversity brings. We value the relationships we have with individuals, families, colleagues and the community and look for opportunities to connect and learn from each other, and to contribute, belong to and feel safe within our community.
- **Co-design and Collaboration** – We embrace each person's unique journey and look for creative and innovative ways to listen, reflect, learn and grow. We work as a team to have fun, play to our strengths and have the courage to take risks.
- **Service Excellence** – We strive for excellence in all that we do and proactively identify and pursue opportunities which grow and complement our business. We embrace continuous improvement and quality and value accountability and professionalism.

## Health and Safety Statement

- All health and safety policies and procedures are understood and followed
- Identified hazards are efficiently and effectively addressed
- Incidents are recorded in a timely manner
- Participation in health and safety audits of work is proactive
- An understanding of emergency and evacuation procedures is demonstrated

## Additional Notes

- A current National Police Check is mandatory for all new appointments in accordance with the funding requirements. This position is mandated by law to report all current concerns about the safety, welfare and wellbeing of a child.
- The successful applicant will have or have the ability to obtain a Working with Vulnerable People card and agrees to hold this on their person for all activities within the program.
- The successful applicant will be able to demonstrate their capability to fulfil the requirements of the role during a six-month probationary period.
- We are committed to treating all people with dignity and respect, regardless of ethnicity, gender, language, age, sexual orientation, religion, socio-economic status or physical or mental ability.
- The Health, Safety and Wellbeing of people is a priority for the organisation. Whilst at work you must comply with all relevant policies and procedures and exercise sound judgements with the health, safety and wellbeing of people being a primary consideration in all decisions across the organisation and the requirements of the Workplace Health and Safety Act 2012 (TAS).
- We are a non-smoking, alcohol and drugs free workplace.
- References to NDIS refers to all NDIS billable line items, Clinical services refers to NDIS, block funded and other fee for service work.

## Position Description Acknowledgement

I have received, reviewed and fully understand the above position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_