



SCHEDULE B ANNEXURE A

STANDARD:	6 – HUMAN RESOURCES
POLICY:	HRMPOL-010 – POSITION DESCRIPTIONS
SUBJECT:	HOUSE MANAGER POSITION DESCRIPTION

Job Title:	House Manager
Reports to:	General Manager
Prepared by:	General Manager
Approved by:	General Manager
Approval date:	01 July 2020

SUMMARY

Fina Australia provide Quality Services and support to people living with disability. The position of House Manager is a team leadership position responsible for delivering this service. The roles provide support and organisation to ensure the smooth running of Fina Australia houses. Fina Australia provides services on 24 hours per day 7 days per week. The House Manager may be required to work outside of usual business hours in order to meet operational needs.

SUPERVISORY RESPONSIBILITIES

The position of House Manager has responsibility for the leadership and supervision of Community Support Workers at their respective sites in delivering the Services and Support to clients.

POSITION DIMENSIONS

Staffing

Reports To: The House Manager directly reports to the General Manager position.

Direct Reports: Manages Community Support Workers.

Indirect Reports: Nil

Budget To be determined

DUTIES AND RESPONSIBILITIES

Service Delivery

- Co-ordinate the on-site interaction between client & their representatives and the Allied Health Care professionals as required to generate / refresh client needs, both expressed and as determined by allied health care experts.
- In conjunction with the Registered Nurse create clear medication plans across the forward fortnight ensuring the most recent, total and complete medication regimes are in place.

- Maintain working practise in line with the Disability Service Standards/Human Services Quality Standards.
- Contribute to consistent, efficient and effective provision of service to clients through participation in team planning and decision making and through effective communication with staff, service providers, families and the community.
- Ensure that resources are directed in the most appropriate manner to achieve the most appropriate outcomes for the client and the organisation.
- When required, assist each client with personal care needs which include: bathing, toileting, mealtime assistance, grooming, repositioning and the administration of medication.
- When require, safely transport clients to and from leisure activities, day services/employment, shopping or medical appointments.

Client Outcomes

- Work with the client / family /care / guardian to develop initial Service Agreements and Person Centred Plan.
- Work with the client / family /care / guardian to refresh Service Agreements and Person Centred Plan on a quarterly basis.

Administration

- Review and assess working documentation and ensure it is recorded electronically each time you visit site.
- Provide live roster management and ensure timely updates to Ft/Day/Shift planning is occurring.
- Ensure that that information is fully recorded by the end of each week to allow for management reporting.
- Attend meetings held at the service site or other venues as requested by senior staff ie staff meeting.

Leadership

- Create a harmonious environment conducive to friends, family, advocates, staff and clients working Together.
- Provide guidance and leadership to the Community Support Workers as appropriate.
- Provide regular updates to the Human Resource Manager with regard to staff performance and immediately escalate any unresolved staffing matters.
- Demonstrate behaviours consistent with the Mission and Vision of Fina Australia.

Professional Development

- Participate in monthly supervision sessions with the General Manager to review House Manager's performance.
- Attend compulsory and additional training to ensure the complete needs of clients are met.

DECISION MAKING

The House Manager is responsible for following the policies and procedures of Fina Australia.

INTERPERSONAL RELATIONSHIPS

The House Manager reports directly to the General Manager. The Community Service Workers report directly to the House Manager.

External stakeholders that the House Manager will interact with may include:

- Parents / Guardians / Carers / Friends of the clients
- Health Practitioners and Allied Health Practitioners
- Disability Services Queensland staff
- Adult Guardian
- Public Trust
- QCAT

ESSENTIAL QUALIFICATIONS

- Certificate III in Disability Services or equivalent experience/qualifications
- Disability Services Queensland Yellow Card
- Commission for Children Blue Card
- C Class Manual Driver's Licence
- Senior First Aid Certificate
- CPR Certificate

ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- Good communication skills
- Previous leadership experience in a disability support service
- Demonstrated experience working as part of a team
- Be able to work flexible hours including weekends, public holidays, evenings and over night
- Sound knowledge of Microsoft Office

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- Understanding of the Disability Services Act 2006 (Qld), Disability Service Standards and Human Services Quality Standards
- Understanding of the requirements of the Work Health and Safety Act 2011 (Qld)
- Understanding of the Guardianship and Administration Act 2000 (Qld)
- Understanding of the contents of the Convention on the Rights of Persons with Disabilities
- Understanding of the National Disability Services Scheme and its provisions
- Experience in domestic tasks such as cooking, cleaning and general household upkeep
- Knowledge of local community and community activities

APPENDICES

Related Policies

Forms

Other Resources

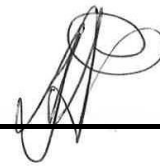
This position description will be updated in line with organisational requirements.

REVISION SCHEDULE

<i>Review Date</i>	<i>Outcome</i>	<i>Comment on revision/review details</i>

Date Approved by General Manager:

Signed by General Manager:



Staff Member Acknowledgment

I acknowledge receipt of this Position Description and confirm my understanding of the duties and responsibilities contained in this Position Description.

Signed by Staff Member

Name of Staff Member:

Date Signed:
