

## Position Description

<b>Position Title</b>	Team Leader, Speech Pathology and Audiology (Hume)
<b>Type of Employment/EFT</b>	1.0 EFT (Ongoing)
<b>Program Area/Service Unit</b>	Child and Youth Allied Health (Hume)
<b>Award/Agreement/ Classification</b>	Sunbury Community Health Centre Allied Health Professionals Enterprise Agreement 2017-2021 <i>(or relevant Agreement Commensurate with Qualifications)</i>
<b>Reports To</b>	Manager, Child and Youth Allied Health (Hume)
<b>Location</b>	1 Caroline Chisholm Drive, Kyneton 12-28 Macedon Street Sunbury <i>Travel will be required across Hume and Macedon Ranges</i>

### ***Sunbury and Cobaw Community Health***

Sunbury and Cobaw Community Health (SCCH) operates with a multidisciplinary team structure and employees are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Employees are expected to participate as a member of SCCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

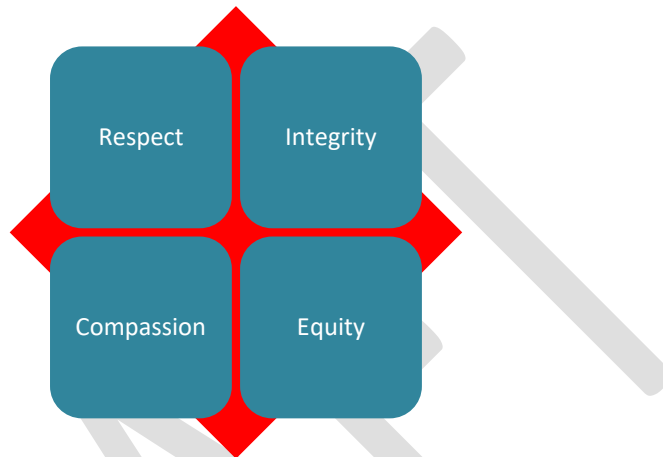
Sunbury and Cobaw Community Health are committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQ) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age. Sunbury and Cobaw Community Health is an Equal Opportunity employer.

Sunbury and Cobaw Community Health is also the official employer of staff working for a number of other organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and the Sunbury Aboriginal Corporation.

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Scheduled Review: September 2021	Version No. 1

## *Our Values*

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### **It takes a village.....to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

### **Passionately engaged.....with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

### **We do the right thing .....not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

### **We make things happen ..... we get things done**

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

Developed by/Date: September 2020

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Development

Scheduled Review: September 2021

Version No. 1

## *The Program Unit/Team*

### *The Position*

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The Child and Youth Allied Health Unit (Loddon) provides service and support to families of children aged birth to eighteen years. The Speech Pathology and Audiology Team (Hume) supports families of children aged birth to eighteen years, with funding sources including community health funding and NDIS funding. Service is delivered within a social model of health, using a strength-based approach. Clinicians within Speech Pathology and Audiology Team provide discipline specific service delivery, in addition to operating as key workers within a transdisciplinary model.

Positions reporting to this role:

- Allied Health Professionals (Sp path and Audiology)

### **Leadership and Management**

Team Leaders possess specific knowledge in and work in an area of their profession requiring high levels of specialist knowledge. Team Leaders provide managerial and clinical (where required) supervision for staff that can be across a number of different geographic locations or service types, budgets, human resources, health and safety within their team and quality assurance work including the development and design of policies and procedures.

Including but not limited to the following:

- Ability to lead people throughout the employee lifecycle by engaging and supporting employee in performance management processes, facilitates regular supervision with employees and mentors new staff and students (if applicable)
- Modelling our values and promoting a positive workplace culture
- Fostering a culture of employee involvement, innovation, development, recognition and celebrating successes
- Program based management, including the responsibility for program based operational budgets, human resources, health and safety management of staff, (clinical or operational) and service outcomes in the program, provision of professional leadership and guidance of staff.
- Respond proactively and manage emerging performance management issues in consultation with People & Culture
- Promote a team culture of accountability, client-focus, inclusion, innovation and collaboration
- Allocate (rostering) and control staff and resource to ensure activities of the work are carried out efficiently and effectively.
- Team Leaders are the first point of contact for external contractor or internal client or staff feedback.

### **Key Duties & Responsibilities**

This position provides supervision and operational management of the Speech Pathology and Audiology Team (Hume). With the support of the Unit Manager, the Team Leader will lead, support and supervise the

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Development

Scheduled Review: September 2021

Version No. 1

staff, practices and service delivery of Speech Pathology and Audiology Team (Hume). The Team Leader will maintain a clinical role and caseload within the Team.

Key Duties and Responsibilities of this position include:

1. Staffing, including:
  - Coordinating and conducting recruitment
  - Providing operational supervision to all team members
  - Providing clinical supervision as appropriate
  - Providing mentoring and support of staff within the team
  - Performance management
2. Budget responsibility, including:
  - Approving expenditure within budgets and delegation limits
  - Monitoring income and expenditure against budget
  - Identifying opportunities for income generation and cost savings
3. Program management, including:
  - Program planning, development, implementation and evaluation
  - In conjunction with the Unit Manager, establish performance targets and key indicators for the team
  - Monitor and drive performance against performance targets and key indicators
  - Waitlist management and demand management
  - Caseload allocation and monitoring
  - Addressing client feedback, including escalation of complaints as appropriate
4. Quality and Compliance, including:
  - Monitoring and promoting quality of service
  - Monitoring and promoting compliance with professional standards, funding and service agreements, service guidelines, legislative requirements and organisational policies.
5. Sector and community engagement, including:
  - Actively participate in relevant sector and community networks and forums
  - In conjunction with the Unit Manager, liaise with key stakeholders and funding bodies
  - Engage with community groups and services to build strong relationships and identify capacity building opportunities
6. Maintain a clinical caseload and deliver service within scope of relevant discipline
7. Support and facilitate a culture of quality improvement
8. Other duties as required to achieve organisational or service unit specific objectives.

The scope of practice is:

1. **Target Population:** Families of children and youth aged birth to eighteen years
2. **Service Delivery Model:** One-to-one and group engagement
3. **Service Location:** Centre based and community outreach

### *The Person*

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#### Personal Attributes and Skills

Developed by/Date: September 2020	Approved by: GM Child & Youth Development
Scheduled Review: September 2021	Version No. 1

- Respects differences and values diversity
- Client service oriented and respectful of all clients, staff and stakeholders
- Confident and resilient, with an ability to manage challenging situations
- Flexible and able to prioritise within a changing environment
- Strong communication skills

### **Key Selection Criteria**

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Applications must include written responses to the following:

**Essential:**

1. Minimum two years clinical experience
2. Demonstrated leadership skills or experience
3. Strong clinical skills with ability to mentor allied health clinicians
4. Understanding and implementation of strength-based approach and transdisciplinary, key worker model of service delivery
5. Well-developed communication and interpersonal skills, including conflict resolution skills
6. Strong problem-solving skills and ability to exercise sound judgement
7. Demonstrated understanding and implementation of quality improvement processes

**Desirable:**

1. Experience and understanding of the NDIS funded service system
2. Clinical experience within the community health sector

**Qualifications:**

Bachelor of Applied Science (Speech Pathology) or equivalent  
Eligibility for membership of Speech Pathology Australia

### **Other Requirements**

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**Quality**

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of SCCH policies and procedures.

### **Occupational Health & Safety and Risk Management**

All employees have a responsibility to occupational health and safety at SCCH. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

As a member of the Leadership Team, you have a duty under the Victorian Occupational Health and Safety Act 2004 to exercise reasonable care, sound judgement and engage in prudent decision making, to ensure elimination of risks and, if this is not practicable, to prevent and reduce likelihood of risks. You should be

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Development

Scheduled Review: September 2021

Version No. 1

actively involved in health and safety, not only to avoid legal liability but also to help improve awareness of health and safety among employees.

### General

- It is the responsibility of all employees to work within SCCH’s Code of Conduct and represent SCCH as a professional and client-focused organisation and to promote its range of services
- Comply with SCCH’s Deed of Delegation
- Comply with and contribute to SCCH’s Policies, Procedures and Work Instructions
- Carry out all other duties as directed consistent with SCCH’s Strategic Direction
- Attend employee meetings, relevant network meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in regular Supervision
- Other duties as required to achieve position specific or organisational objectives
- Be conversant with computer systems and other technology relevant to the position

### Additional information

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- Sunbury and Cobaw Community Health (SCCH) is an Equal Opportunity Employer.
- SCCH is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- The successful incumbent will be required to undertake and maintain a National Criminal History Check (NCHC), a NDIS Safety Screening check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- SCCH is committed to promoting and protecting the interests and safety of children. SCCH has **zero** tolerance of child abuse. All employees working at SCCH are responsible for the care and protection of children and reporting information about child abuse.
- SCCH reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to SCCH's area of operation.
- Salary sacrifice arrangements are available to all permanent employees subject SCCH’s ongoing Fringe Benefits Tax exempt status.
- The position requires a current Victorian Driver’s licence.

### Acknowledgement

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I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

**Name:** *(Please Print)*

**Signature:** *(Incumbent)*

**Date:**

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Scheduled Review: September 2021

Version No. 1