|  |
| --- |
| *Eastern Palliative Care Association Incorporated (EPC) delivers home-based care services to the eastern region of the Greater Melbourne area.*  *All staff and volunteers of Eastern Palliative Care must demonstrate a commitment to our Code of Ethics, Code of Conduct and a willingness to work within the organisational Vision, Mission, and Values.* |
| ***Our Mission:*** *EPC is privileged to care for and accompany the dying person and their caregivers in the final phase of life, upholding their dignity and respecting their spiritual, physical, emotional, cultural, and social needs. Our care continues in the bereavement services that we offer caregivers and families.* |
| ***Our Values:***  ***Compassion*** *– includes sympathy for others in their suffering, listening, accepting and actively responding to their needs*  ***Dignity*** *– upholding the unique personality, situation and choices of others, valuing their lives in the face of death and respecting their rights*  ***Excellence*** *– striving to do our best for those in our care and to give leadership through quality care, ethical practice, research and innovation*  ***Partnering*** *– vesting control in the client while joining with others to give continuous care* |
| ***Equity and Access:*** *EPC is committed to equal opportunity, social justice, cultural diversity and social inclusion in community based palliative care. We recognise the value of diversity amongst staff and clients and we aim to create an inclusive work and health care environment free from discrimination and harassment. We also respect that different cultures, rights and practices exist within the community.* |

|  |
| --- |
| **MANAGER- ALLIED HEALTH** |
| *As a member of the Senior Management Team, the Manager-Allied Health will be responsible to the Chief Executive Officer for the overall management of Allied Health staff. In collaboration with the CEO and Senior Managers the Manager-Allied Health will participate in the strategic development of EPC and ensure the provision of high quality interdisciplinary services that are consistent with EPC’s Values through leadership, strategic direction and solid operational management of service delivery staff and effective resource and revenue management.The Manager of Allied Health will ensure that all Allied Health staff abide by EPC’s Mission, Vision, Values, and Code of Ethics.* |
| **Direct Reports:** |
| * Family Support Consultants * Project Workers – as arises * Personal Assistant |
| **CRITICAL RELATIONSHIPS** |
| * CEO * Manager Nursing and Medical Services * Manager HR, Volunteer Services, and Communications * Business Manager * Quality Coordinator * EPC’s Ethics Committee * EPC’s Clinical Governance Committee * EPC’s Consumer Advisory Committee |
| **Essential Education Qualifications/Competencies:** |
| * Tertiary qualification in Social Work or Psychology and current membership or registration with the relevant professional body. * Current Victorian driver’s license, good driving record and willingness to use own vehicle in line with EPC Process Map 1761 – Motor Vehicle Use Of * Relevant experience in managing an interdisciplinary team and program development * Extensive experience and achievement at senior management level in complex human service organisation or equivalent |
| **Desirable Qualifications/Competencies:** |
| * Relevant tertiary qualifications in Management * Knowledge and experience in community palliative care service delivery * Certificate 4 in workplace training |
| **Key Result Areas:** |
| 1. Demonstrates a commitment to quality, continuous improvement, occupational health & safety and risk management. 2. Demonstrated experience in managing the provision of a quality, client focused service. 3. Demonstrated ability to manage staff in a team setting working effectively across diverse disciplines. 4. Demonstrated ability to contribute to strategic and operational planning. |

|  |  |
| --- | --- |
| **Key Result Area 1** | **Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management** |
| **Key Result Indicators** | * 1. Take responsibility for own health and safety and that of others who may be affected by workplace conduct.   2. Action and ensure that all hazardous conditions, injuries and near misses are reported immediately to the Quality Coordinator.   3. Participate in meetings, training, and other health and safety activities as deemed necessary by EPC.   4. Demonstrated ability to foster and collaborate in the development and achievement of best practice and quality processes. |
| **Key Result Area 2** | **Demonstrated experience in managing the provision of a quality,**  **client focused service** |
| **Key Result Indicators** | * 1. Ensure Allied Health staff deliver interdisciplinary person-centred holistic palliative care to clients and carers within EPC’s performance indicators and evidence based practices and industry standards.   2. Ensure Allied Health ,Nursing & Medical Service align and work effectively to deliver evidence based interdisciplinary community specialist palliative care   3. Lead, innovate, and implement agreed quality improvement priorities.   4. Facilitate effective internal and external relationships.   5. Use data to effectively monitor and develop Allied Health Services   6. Provide education internally and externally as required.   7. Facilitate the regular review of current Allied Health service effectiveness.   8. Develop new services in response to identified community need and in accordance with organisational policy and strategic direction.   9. Be an active member of the EPC Ethics Committee, Clinical Governance Committee and the Consumer Advisory Committee   10. Respond to clinical need as required.   11. Actively engage consumers and the community in the work of EPC.   12. Be actively involved in meetings and negotiations around the Allied Health EBA in conjunction with the Manager-Human Resources, Volunteer Services and Communications.   13. Provide a monthly report to the Senior Management Team on areas of responsibility. |
| **Key Result Area 3** | **Demonstrated ability to manage staff in a team setting – working**  **effectively across diverse disciplines** |
| **Key Result Indicators** | * 1. In line with EPC’s values, promote a positive, open, and consistent culture across the organisation that embeds and promotes an interdisciplinary service consistent culture across the organisation   2. Recruit and manage staff in accordance with the values of EPC   3.3 Ensure the effective use of resources and accountability in the use of public funding   * 1. Working with the Manager- Nursing and Medial Services, develop service delivery in line with EPC Mission, Vision, and Strategic directions.   2. Working with the Manager Nursing and Medical Services, demonstrate the skills and behaviours required for the leadership, management and development of an interdisciplinary team.   3. Undertake a performance management system for team members which includes supervision and an annual appraisal.   4. Exhibit high level skills in communication, problem solving, and decision making.   5. Liaise with Manager, Human Resources, Volunteer Services, and Communications to ensure sound human resource and industrial relations practices.   6. Coach, lead, and support staff in leadership and management competencies and through operational and change initiatives.   7. Identify and promote opportunities for staff development.   8. Provide active involvement in the orientation of new staff to ensure the culture is developed and expectations are met |
| **Key Result Area 4** | **Demonstrated ability to contribute to strategic and operational**  **planning** |
| **Key Result Indicators** | * 1. Manage program responsibilities as delegated by the Chief Executive Officer.   2. Work strategically with the Senior Management Team to develop and achieve integrated strategic and business plans.   3. Establish and develop links and relationships with major stakeholders.   4. Working with the Manager- Nursing and Medical Services, lead and promote a culture of collaborative leadership.   5. Be an active member of the Crisis Management Team   6. Ensure that all decisions are aligned with the Mission, Vision, Values, and EPC’s Code of Ethics.   7. Demonstrate experience in financial and business management including budget setting and reporting. |

|  |  |  |
| --- | --- | --- |
| **Agreement:** | **I have read, understood and agree to comply with this job description.** | |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |
|  |  | |
| **Date Reviewed:** | **February 15, 2021** | |