

Rubix Support

With significant experience in the disability sector within government and community organisations, Rubix Support is passionate about supporting people with cognitive impairments lead the life they want to live and to achieve their goals and aspirations. Rubix Support provide support to people aged between two years to sixty five years old. We are a registered provider under the NDIS and provide services across three main areas - positive behaviour support, support coordination and lifestyle support. We are focused on evidenced based best practice and are passionate about achieving positive outcomes for the people we support.

Mission

Rubix Support's Mission is to improve the personal wellbeing of people with disabilities and complex support needs through specialised, coordinated assessments and support; and to provide extensive training and support to its empathetic, experienced and energetic staff.

Vision

Our Vision is to be a leader in the provision of evidence-based, practical, individualised behaviour assessment and support for people with disabilities who have complex support needs.

Our Values

Inclusiveness | Respect | Responsiveness | Trust | Quality

Our staff

Rubix Support seeks to engage energetic employees who are committed to supporting people with disabilities to achieve their lifestyle choices. Providing support aimed at maximising the living, employment, social and recreational skills of participants, with a focus on promoting independence, community participation, lifestyle choices and self-advocacy.

Program Manager: Lifestyle - Job description

Work Type:	Full Time
Classification:	Social Community Health and Disability Services (SCHADS) <i>Award (2010)</i>
Location:	Melbourne
Wage Range:	\$90,000 - \$100,000 (plus Superannuation)

Accountabilities

1. Successfully lead the Rubix Support Lifestyle program with the aim of enhancing the quality of life for Participants and their families.
2. To provide leadership, development and support to direct support -Service Coordinators.
3. Ability to successfully learn and use a variety of systems engaged by Rubix Support relating to rostering and management of the operations of the Lifestyle Support service area, including external NDIS systems and applications.
4. Ensure person centred best practice is provided in service planning and provision for Participants.
5. Ensure quality safeguards are maintained at all times and reporting is inline with legislative requirements.
6. Manage rostering across the Lifestyles program for both Participants and employees
7. Develop, implement and review quality assurance systems related to the employment of casual staff ensuring safeguards and the recruitment of high-quality personnel.
8. Manage the Lifestyle Support participant onboarding process to ensure that practices and systems are efficient and in line with the NDIS Standards.
9. Oversee and ensure occupational health and safety risks are assessed and adequately addressed for all employees.
10. Provide expert advice and guidance to staff in relation to their workplace and practice.
11. Develop positive and productive relationships with all stakeholders including families, service providers and government agencies.
12. Work closely with the participants and their families/support networks.
13. Maintain documented evidence of service provision to participants.
14. Ensure communication is positive, effective and responsive.
15. Involvement in staff recruitment, induction, and onboarding.
16. Demonstrate the ability to work both autonomously and collaboratively.
17. Have strong administration and record keeping skills, ensuring adherence to privacy and confidentiality.
18. Participate in the out of hours oncall roster, providing support for Lifestyle Support staff, families, and Participants.
19. Work closely with the General Manager - Operations and, Manager – Business to develop and review policies and procedures.
20. Work collaboratively with the Leadership Team.
21. To further develop and implement the Lifestyles Operational Plan.
22. Provide detailed reports specific to Lifestyle Support, analysing trends to inform future practice.
23. Project manage new initiatives and partnerships relating to service development within the Lifestyle program.
24. Promote growth and improvements within the Lifestyles Program; including the additional growth of Supported Independent Living related supports.
25. Strong operational knowledge and proven experience in a similar role

Key Selection Criteria & Personal Qualities

1. Ability to demonstrate sound knowledge and experience in the operational management of service delivery for people with disabilities and their families.
2. Demonstrate a working knowledge of legislation including the Disability Act, NDIS and Occupational Health and Safety Acts.
3. Demonstrated focus on a positive client experience.

4. Ability to demonstrate leadership, support and supervision to direct reports and teams.
5. Calm and adaptable to changing circumstances, utilises personal skills and support to manage difficult situations and able to prioritise work.
6. Ability to manage all rostering aspects for both Participants and employees
7. Commitment to social justice and inclusion, valuing cultural diversity.
8. High standard of personal integrity and commitment to the organisations values, policies and procedures.
9. Able to work independently and make informed decisions.
10. Value and enjoy teamwork and demonstrate the ability to collaborate with others to achieve common goals.
11. Demonstrated knowledge, experience and understanding of the support needs of people with disability across home and community settings
12. Well-developed communication and interpersonal skills including the ability to work and communicate effectively with participants, their families, community agencies and other professionals
13. Ability to manage autonomously, collaboratively and from a distance.
14. Proven experience in recruitment, onboarding, and rostering staff.
15. Ability to engage in developing and implementing growth strategies.
16. Ability to coach and develop employees.
17. Application of NDIS Cost Models for Participant related supports, outside of accommodation housing

Work Health and Safety

1. Undertake all your work with consideration to personal health and safety requirements and that of others.
2. Report all hazards and/or injuries promptly and in accordance with legislation and policy.
3. Carry out all duties with diligence and due care for personal safety and the safety of others.

Safety Screening

- A current police check (less than six months).
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration website www.immi.gov.au and can be searched for under the phrase, 'penal clearance certificate.'
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment. Currency will need to be maintained by the employee for the period of employment.
- Safety screening will include checking whether your name is on the Disability Worker Exclusion Scheme list (DWES) maintained by the Disability Worker Exclusion Scheme Unit (DWESU). The DWES includes names of persons unsuitable for employment as a disability support worker. A DWES form will be provided to applicants to complete at the time of their interview.

- Two professional references to be provided

Qualification & Training Requirement

- A current Level 2 First Aid and CPR Certificate is required
- Bachelor of Applied Science, Social Work or related degree to community services, disability or mental health related qualifications, or qualifications in business management with a proven track record of leading teams in a related field
- Successful completion of the NDIA's Worker Orientation Module 'Quality, Safety and You' (<https://www.ndiscommission.gov.au/workers/training-course>). Applicants will need to provide this NDIA generated Certificate prior to commencement.
- A driver's licence and ability to use your own vehicle. An allowance is provided for this purpose.
- Assisting with administration of medication and manual handling training, Currency will need to be maintained by the employee for the period of employment.

Employment Conditions

- Successful applicants will be employed on a Full-Time basis
- Rubix Support employs Lifestyles Manager under the Social Community Health and Disability Services (SCHADS) Award (2010).
- The Lifestyle Manager reports to the General Manager- Operations
- The Lifestyle Manager has direct reports, specifically those in the Lifestyle Coordination roles and broadly Lifestyle Support staff
- Flexibility around working arrangements
- Capacity and availability to respond and attend in emergency shift replacement situations
- Ability to share on call/After Hours Support to Lifestyle staff, Participants and families
- Use of own private vehicle required, with allowance provided
- Dedication to be part of a passionate and diverse team who are committed to the quality outcomes and lives of the people who we provide supports to.