

JOB DESCRIPTION AND POSITION SPECIFICATION

POSITION TITLE:	Developmental Educator Business Partner
CLASSIFICATION:	Non Award
TERMS:	1 x FTE

Organisational Overview

disAbility Living Inc. was established in 1984 to provide long term community accommodation and lifestyle support for young adults with disabilities. Our services have grown over time to include short term accommodation respite, transition accommodation, in-home support and community based social inclusion programs for children and adults, together with a range of professional services provided by our specialist Developmental Educator Support team. Today, our mission is to foster an inclusive community that supports people to make real choices about how they want their lives to be. We are committed to always putting people at the centre of everything we do, expanding horizons for our clients, our staff and our organisation in support of our vision - **Choices for Living**.

C.R.E.D.I.T Culture

Everything we do at disAbility Living is underpinned by our unique **C.R.E.D.I.T** culture. **C.R.E.D.I.T** provides a blueprint for seeing each other as human beings with similar experiences, rights and feelings, and helps us create a workplace and client service culture which sets us apart from other providers.

Communication

We listen and interact effectively

Respect

We are considerate, and show regard

Empowerment

We enable others through encouragement and sharing knowledge

Dignity

We uphold, and actively promote, the human rights of everyone

Insight

We acknowledge, and seek to understand, motivations for actions, thoughts and behaviour

Trust

We nurture confidence in our ability to interact with others.

SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Developmental Educator Business Partner role is responsible for leading the ongoing development and growth of our service initiatives in relation to client's capacity building and specialist supports. You will make a significant contribution to the strategic direction, leadership and management of the Development Educators and Specialist Support Team. Accountable to the Service Delivery Manager you will provide strategic leadership and management to the key operational and regulatory requirements of our developmental educator specialist support team. Actively promoting and expanding services while building independence and quality of life for people accessing disAbility Living's services. The

Developmental Educator Business Partner will achieve this through a demonstrated professional and person-centred practice.

REPORTING RELATIONSHIPS

The position reports to: Service Delivery Manager

Staff reporting to the position: 11

Strategy

- Actively contribute to working with and adopting the NDIS National Standards that apply to disability service providers in Australia and their influence on disAbility Living's service delivery, business and management practices.
- Participate in the continuing business development and expansion of new business opportunities within disAbility Living's Client Services and enhancing existing business and service delivery activity.
- Support the development, including the clinical supervision (as appropriate) of clinical support staff, Developmental Educators, Managers, Team Leaders and support staff to meet their strategic and operational objectives.
- Develop and maintain strategic partnerships and identify key market opportunities in line with disAbility Living's Strategic directions.
- Apply and promote disAbility Living's philosophy of best practice and quality management identifying opportunities for service delivery improvement and best practice.

Finances

- In conjunction with the Service Delivery Manager apply commercial acumen to monitor relevant budgets, business activities and financial key performance indicators.
- Contribute to the development of budgets that support strategic and business development initiatives, and ensuring effective and efficient allocation of resources within budget restraints.
- In conjunction with the Service Delivery Manager demonstrate sound financial acumen across all aspects of income and expenditure related to the business unit working closely with disAbility Living Senior Leadership and Finance Team.
- Where appropriate, implement performance improvement actions where negative variances may exist against budget or financial targets.
- Where applicable apply management and negotiation skills in relation to service agreements, contract arrangement with clients, funders and other stakeholders.

People

- Provide effective leadership and direction to staff fostering a culture of effective communication and interpersonal relationships, innovation, problem solving, and knowledge acquisition.
- Support and promote a diverse and inclusive workforce creating a competitive edge within the disability services and the employment market as an employer of choice.
- Mentor, assist and provide appropriate training and development opportunities that focus on continuous improvement and skills development of managers and staff.
- Working with the Service Delivery Manager, identify strategic workforce issues and develop appropriate workforce planning strategies that include training and development activities focused on quality improvement.

Process

- Undertake all day to day operational tasks that support best practice and quality management ensuring that opportunities to improve service delivery are identified, assessed and implemented in line with disAbility Living's standards and expectations of clients, families, customers and other stakeholders.
- Clear and demonstrated leadership in WHS management for staff and others within your relevant leadership area combined with an applied knowledge in Risk Management identification, analysis, evaluation and risk treatments.

- Contribute to and provide recommendations in preparing tender and grant submission documents in support of disAbility Living's strategic directions.

Client Services

- Oversee the delivery of quality and accountable services to disAbility Living's clients based on Person Centred Support Principles informed by evidenced based best practice.
- Contribute to the development of methodologies for measuring service delivery activity, outputs and impacts and report regularly to the Service Delivery Manager.
- Maintain established mechanisms to identify staff training and development needs in line with NDIS plans, and client support to ensure quality and efficient service delivery and best practice.
- Work collaboratively across all disAbility Living service and support areas.

Operational Requirements

- Undertake any other duties as required commensurate with skills, knowledge experience or qualifications as directed by management.
- Ensure that disAbility Living's values, code of conduct and CREDIT culture are consistently upheld.
- Read, understand and comply with all disAbility Living's policies and procedures.
- Maintain appropriate levels of confidentiality by adhering to information security policies and procedures.
- Establish effective and collaborative working relationships with other teams.
- Implement employment practises and policies that ensure compliance with relevant legislation.
- Comply with Work Health and Safety legislation, policies procedures and reporting requirements.
- Actively participate in disAbility Living's Performance and Development systems.
- Demonstrate a commitment to own learning and development to maximise professional potential and capability.
- Demonstrate culturally sensitive and inclusive practice.

SPECIAL CONDITIONS

Initial and continued employment with disAbility Living is subject to the following special conditions:

- Maintenance of Department of Human Services Disability and Working with Children Clearances
- Some work outside of normal business hours.
- Current South Australian Driver's licence or ability to travel independently to other disability Living sites.
- Maintenance of mandatory training certifications as required by disAbility Living.
- Relocation within the organisation as required.
- Agreement to undergo medical or functional capacity evaluation by a practitioner of disAbility Living's choosing should disAbility Living reasonably believe this is required.

PERSON SPECIFICATION

Essential Qualifications

- Tertiary qualifications in disability, allied health, developmental education, or related field.
- Certification in Management or demonstrated ability/experience within the field.
- Senior First Aid.

Knowledge and Experience

- Skills in the provision of professional support to individuals living with a disability.
- Experience working in multidisciplinary environment to ensure the effective development of positive behaviour support plans, complex case-work and strength-based intervention.
- Experience in the delivery of services to individuals with complex behaviour supports needs.
- Experience in the evaluation of and delivery of relevant training for individuals and families and support staff.

- Strong understanding of National Disability Insurance Scheme (NDIS) and how this relates to business and management practices.
- Demonstrated ability to proactively establish and maintain collaborative relationships at all levels - both internal and external stakeholders including clients, families, staff, government agencies and other non-government organisations.
- Strong understanding of clinical role in relation to effective management of restrictive practices
- Demonstrated experience in leading, managing and achieving client service outcomes and commercial growth within the Human Services sector.
- High level interpersonal, written and verbal communication skills.
- Demonstrated strong leadership and management skills.
- Demonstrated ability to self-manage own work schedule/projects and work to tight deadlines.
- Sound ability to use the Microsoft Office suite of products.
- Demonstrated skills in communicating and engaging across all levels of an organisation in order to achieve a quality and commercially effective service delivery.
- Experience in the development of tenders, grant submissions at all levels of government and the private sector.

Personal abilities/aptitudes/skills

- Ability to perform tasks and duties autonomously, with minimum direction.
- Ability to work effectively as part of a team to achieve shared goals.
- Excellent written and verbal communication skills.
- Ability to communicate clearly and effectively at all levels with staff, individuals with disabilities, their families and significant others.
- Highly developed verbal communication skills, with the ability to coach, teach inform and advise staff, volunteers and clients throughout the organisation.
- Highly developed interpersonal skills, with the ability to establish trust, influence and gain buy-in from staff, volunteers and clients throughout the organisation.
- Ability to document written clear, concise and accurate policies, procedures and guidelines appropriate to a range of audiences.
- Proven high level of accuracy and attention to detail.
- Excellent problem solving ability and initiative.
- High level administrative and computer skills.
- Demonstrated ability to maintain strict confidentiality of data.
- Trustworthy and reliable.
- Ability to review and improve organisational policies and procedures.
- Excellent time management skills including the ability to plan, set priorities and to meet deadlines, with flexibility to alter priorities to meet changing demands.
- Genuine empathy for people with a disability.

I have read and understand the requirements of the above position description.

Employee Name

Employee Signature

Date/...../.....

Signature
(Manager)

Date/...../.....

PD Reviewed

Date:

By: