

POSITION DESCRIPTION

Position Title:	Team Leader
Business Unit:	Shared & Respite Living
Business Division:	Residential & Individual Supports
Reports To:	Operations Manager
Classification:	Victorian Disability Services (NGO) Agreement 2019. Level 4
Date Prepared/Updated:	6 October 2021

About genU

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

genU Residential and Individual Supports (RIS) is a division of genU which provides a range of services and supports to people who are retiring, for people who have a disability and people who are aging. genU Residential and Living includes Costa House Residential Aged Care (RAC), Shared and Respite Living, Supported Residential Services (SRS), Retirement Living, Social Housing and all in home and other individual supports for clients of genU. genU are a registered aged care, retirement living and disability provider supplying services throughout Australia.

Position Purpose

The core purposes of the position of Team Leader is to provide inspirational leadership and operational management to our shared supported accommodation homes and ensuring an empowering and enabling environment for people with disabilities, whilst still maximising

opportunities for the attainment of personal goals and lifestyles that are valued by the wider community.

Duties may include but are not limited to:

- Proactively promote a home like environment that enhances the well-being of people with disabilities and is welcoming of families, friends and other visitors.
- Implement a partnership in care approach to enable optimal health and well-being to be achieved, including the active involvement of people with disabilities, their families and referrers in the identification of health care needs and the training of staff around individual needs and preferences.
- Develop, review and accurately maintain all resident care/support plans in conjunction with all stakeholders; residents, families and other service providers to ensure health care needs of residents are achieved. Including a range of needs such as behavioural support plans.
- Undertake program planning and monitoring functions including reviews and written reports as required
- Ensure a person centred and self-directed approach is embedded within the culture of the facility to maximise independence

Key Accountabilities of Role

- Evidence of attainment of enhancement of quality of life for each resident
- Evidence of productive relationships with key stakeholders such as residents, families, community services and other service providers
- Accurate and timely documentation where appropriate
- Undertake medication administration and personal care duties with strict adherence to procedure and PCP all of the time
- Accurate client and administrative documentation maintained and communicated to relevant stakeholders
- Evidenced by observation and feedback from management, staff members and residents where appropriate
- Adherence to all genU policies and procedures to ensure a safe environment for residents
- Effective allocation of existing resources to maximise the opportunities for individual residents and creative/innovative strategies to provide further opportunities
- Successful adherence to Disability standards as evidenced through internal and external audits
- Ensure major and minor equipment is maintained at a safe and clean level according to guidelines and via a maintenance schedule and CIR process

Key Working Relationships:

Internal:

People & Culture Team
Executive Management Team
Managers, team leaders and supervisors
Other staff

External:

Unions and employee reps
VHIA, peak bodies & other employee reps
External/Outsources service providers

Member of:

	Residential & Individual Supports
Key Selection Criteria & Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Certificate IV in Disability Studies • Current First Aid- Certificate II Level and CPR Certificate • Significant experience delivering services in the disability industry • Demonstrated ability to provide person centred active supports for residents • Experience leading and managing a team of staff • Highly developed interpersonal and communication skills • Excellent time management and organisational skills • Good computer skills including; in house data base systems, MS office and excel • NDIS Screening Workers Check • NDIS Worker Orientation Module Certificate of Completion • Working with Children's Check <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of and commitment to service provision within a human rights framework • Knowledge of disability services legislation, state plan and service standards
Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
General Information:	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life, and family needs.</p>