

## Position Description

<b>Position title:</b>	Team Leader Allied Health – IPHS - West
<b>Salary:</b>	Starting from \$120,711 to \$127,680 per annum including superannuation and the full benefit of optional salary packaging
<b>Classification:</b>	Ranging from Grade 3 Year 1 (CH62) to Grade 3 Year 3 (CH64)
<b>Award:</b>	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2021-2022
<b>Hours:</b>	76 hours per fortnight (or 80 hours per fortnight with an ADO every 4 weeks)
<b>Position tenure:</b>	Permanent full time
<b>Employee benefits:</b>	<ul style="list-style-type: none"> <li>• Access to discounted private health insurance</li> <li>• Salary Packaging (including novated leasing)</li> <li>• Health and Wellness Guidance and Activities</li> </ul>
<b>Location:</b>	Moe, Warragul and Churchill
<b>Reports to:</b>	Manager Integrated Primary Health Service - West
<b>Program:</b>	Integrated Primary Health Service - West

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Your role will include a wide variety of responsibilities and continual challenges to resolve. Your capabilities will be pushed and developed, providing stimulation, professional learning and personal growth.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

The Integrated Primary Health Service program is part of the Primary Health Directorate. The program includes allied health, nursing, chronic disease management and GP clinics.

The role of the allied health team leader is to provide support for staff in the team and ensure services are delivered in line with the operational objectives. In addition the team leader will be expected to provide clinical services within their specific area of expertise.

In conjunction with the Manager Integrated Primary Health Service – West, the team leader will assist in further developing the service profile to meet the needs of the community and respond to changes in the external environment.

The team leader will provide day to day supervision of staff but will not be expected to provide operational or budget management as all staff will report operationally to the program manager. There is an expectation the team leader will maintain a 60% clinical workload in an Allied Health Discipline such as Dietetics, Physiotherapy, Podiatry, Occupational Therapy, Exercise Physiology.

### ***Key objectives, duties and responsibilities***

#### **Leadership**

1. Demonstrate leadership qualities and behaviours such as vision, openness, flexibility and integrity
2. In conjunction with the Manager Integrated Primary Health Service - West ensure that the suite of services contribute to the achievement of LCHS's strategic direction
3. Support and facilitate the suite of services in to the overall LCHS service delivery framework
4. Facilitate partnerships, collaboration, pathways and integration with key stakeholders
5. Demonstrate knowledge and understanding of current evidence in providing services to clients, in particular those with the most need.
6. Support the Manager Integrated Primary Health Service - West to develop and evaluate flexible workforce models to meet demand.
7. Demonstrate superior consolidated skills and a currency of professional knowledge and expertise in the area of interprofessional practice.

#### **Operational**

1. In conjunction with the Manager Integrated Primary Health Service - West ensure all services are delivered in line with the LCHS strategic plan.
2. Support the team and individuals to deliver evidence based services with measurable outcomes within an evaluation framework.
3. Audit team documentation and ensure it reflects best practice and is evidence based
4. Facilitate development and use of funding models such as MBS.
5. Maintain accurate statistical information as required by the organisation and high quality client records.
6. Ensure all policies, procedures and work instructions are followed and regularly reviewed and updated.

#### **Professional and Educational**

1. Be involved with the development of procedures, quality improvement activities and research.
2. Actively engage in professional development and model a commitment to lifelong learning.

3. Support student programs including supervision of students and teaching undergraduates and/or post graduate students.
4. Evaluate and be able to present at least one major quality improvement activity.
5. Understand interprofessional collaborative practice and facilitate interprofessional models of care.

**Selection criteria:**

Applicants must address the selection criteria for consideration.

1. The ability to lead a diverse team in a community setting.
2. Specialised level of knowledge of the application of theory to practice with consolidated skills in assessment, intervention, care coordination and discharge planning in the area of responsibility
3. Demonstrated knowledge of the provision of services under multiple complex funding arrangements.
4. Proactive, constructive and creative approaches to problem solving for individual clients and service development.
5. Demonstrated skills in organisation, time management, planning and priority setting.
6. Knowledge and experience in the use of Microsoft Office suite of programs and familiarity with internet and web-based applications.
7. Ability to use various sources of information including data to inform service planning and provision.
8. Excellent interpersonal and communication skills. Ability to listen, lead and influence.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory:**

1. Ability to travel across the service delivery area; including satellite sites when required.
2. Relevant degree (Dietetics, Physiotherapy, Podiatry, Occupational Therapy, Exercise Physiology).
3. Current registration as per qualifications (E.g. AHPRA).
4. Current Victorian drivers licence.
5. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker B**. Evidence of immunisation history and any mandated government vaccinations e.g. COVID 19 must be provided prior to confirmed appointment unless otherwise medically exempt (evidence of medical exemption must be supplied).

**Organisational Responsibilities:**

1. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
2. MARAM Tier 4;
  - ≡ Uses information gained through respectful, sensitive and safe engagement with services users to identify and manage risk associated with family violence for women and any accompanying children.
  - ≡ Contributes to information sharing with other services (as permitted by the Victorian Child Safety Information Sharing Scheme and Family Violence Information Sharing Scheme) in order to assess and manage risk of family violence or promote the wellbeing or safety of children.
3. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director Primary Health
<b>Date:</b>	6 July 2020

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /