

POSITION DESCRIPTION

Title:	Team Leader
Reporting To:	Rob's Circle of Support
Employment Type	Permanent Part-time (26 Hours per week)

THE ROLE

This position exists to assist me to have a good life included in the community as an active and valued citizen.

My Team Leader has a lynchpin role that involves working with me, the people close to me and my team of support workers to put my plans into action so I can achieve my goals.

Get to know me very well, work collaboratively, coordinate and manage his team of assistants and give assistance to me. This role incorporates direct support as well as some admin tasks.

You will

- Support me to develop independence, get involved in the community, make friends and deepen friendships and connections.
- Support me to develop my interest in pursuing my passion for film making, contributing to the community and making money.
- work alongside me to lead, build and cultivate the team to support this man to live a good life, as defined by him
- have responsibility for supporting me with rostering, ensuring that I spend increasing time with friends and family to reduce his reliance on paid supports.
- Work in collaboration with the disability service to coordinate recruitment, induction and training of any new staff, ensuring each team member is driven by human rights principles.

REPORTING TO

- My Circle of Support

SUPERVISED BY

- External Supervisor

PRIMARY DUTIES

- Uphold my human rights at all times and demonstrate leadership, in this regard, to all others involved in my life
- Demonstrate leadership and commitment supporting me with decision making and self determination
- Assist me to manage my appointments and diary
- HR
 - Assist me with recruitment & training
 - Provide individual supervision to each team member

- Manage team meetings
- Create monthly rosters
- Provide leadership in my communication style
- Be an effective and reliable communication partner
- Assist me and support my team members to build on my interests
- With me, liaise with allied health, medical and other professionals to promote my independence, health and wellbeing
- Management of & ordering of supplies, stocktake and management of storage of supplies
- Explore assistive technology options, trial technology and assist other team members to learn how to use new technology.
- Solve IT problems as they arise
- Work within the protocols, policies and practices of Includa and in line with my shared management arrangement
- Keep accurate and up to date records
- Communicate with others in the team through established channels.
- Assist me to explore avenues for new social opportunities
- Seek, network and contribute ideas for work and social engagement
- Provide 'hands on' support including personal care support, ensure safety, and proactive and preventative health care
- Liaise with and work in partnership with my Circle of Support.

ALLOCATION OF HOURS

6 Hours: office duties, lifestyle administration, staff management.

18 Hours: on shift direct support, buddy shifts & staff hands on training etc.

YOU

- A positive mindset with the energy and enthusiasm to get things moving
- Strong leadership and management skills
- Fantastic listening and communication skills
- The ability to motivate and provide encouragement
- Outstanding organisational skills
- Tech savvy skills with a high level of digital literacy
- Ability to problem solve and use initiative
- Understand the importance of social inclusion
- Committed to the human rights and the full participation of people with disability within the community?
- Punctual and reliable?

EXPECTED KNOWLEDGE, SKILLS & EXPERIENCE

- Person Centred Active Supports
- Meal Time Management
- Medication Management
- HR/Employee Management experience

WORKING RELATIONSHIPS

- My Circle of Support
- NDIS/NDIA

- Consultants & therapist, Dr's & Specialists
- Family members

QUALIFICAITONS/LICENSES

- NDIS workers screening check
- Current drivers licence

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.