



Position:	Manager - Child and Youth Assessment & Therapeutic Services (PN711)
Division:	Child, Youth and Family Services
Section:	Child and Youth Assessment & Therapeutic Services (CYATS)
Salary Level	GOL 9
Position Reports to:	Senior Manager – Child and Youth Assessment & Therapeutic Services
Location:	Alice Springs (site as directed)
Last Review:	August 2024

Role Description

The Manager of the Child and Youth Assessment and Therapeutic Service (CYATS) is one of three Managers leading the operations of the expanded and dynamic service in Central Australia, one of a kind in the Northern Territory. The service responds to the demands of providing children and young people with suspected neurodevelopmental vulnerability, access to diagnostic assessment, therapeutic intervention, management, and supported access to the National Disability Insurance Scheme (NDIS) through a multidisciplinary team (MDT).

Team Description

CYATS aims to reduce the impact of undiagnosed complex neurodevelopmental conditions in Central Australia, including but not limited to foetal alcohol spectrum disorder (FASD), autism spectrum disorder (ASD) and attention deficit hyperactivity disorder (ADHD), through early assessment, therapy and management. The MDT undertakes neurodevelopmental diagnostic assessments and ongoing interventions for children and young people.

The team includes: Senior Manager, Managers, Neuropsychologists, Occupational Therapists, Speech Pathologists, Paediatrician, Clinical Case Coordinators, Aboriginal Family Support Workers, Social Worker, Intake Officer, and Administrative Support. The team works in partnership with other medical specialists from Alice Springs Hospital as well as allied health professionals from Government community health services. The service is undergoing significant expansion enabling the team to provide service delivery to town and remote children and families. Linking in with external providers and research institutes, the team is also supported by training and resources specific to FASD diagnostics.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

<p>MAIN DUTIES</p> <p><i>(This is not a comprehensive list of all duties required of the position)</i></p>	<ul style="list-style-type: none"> • Provide operational leadership, management and supervision to the CYATS team, including managing diagnostic and therapeutic caseload allocation for town and remote service delivery and allocating staff according to service need. • Provide regular operational supervision to staff that includes developing professional development plans. • Provide strategic planning to ensure CYATS is delivered in a manner consistent with service agreements, strategic plans, and service monitoring and evaluation frameworks.
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	<ul style="list-style-type: none"> • Prepare funding submissions, operational plans and manage CYATS budgets in collaboration with the CYATS Senior Manager and Chief Finance Officer. • Ensure Medicare and other claiming is optimized, by ensuring Congress processes required for CYATS claiming are being utilized. • Prepare and coordinate performance reports, ensuring all reporting requirements are met in a timely and accurate manner. • Develop, document and update CYATS operational guidelines and procedures as required. • Establish and maintain collaborative relationships and partnerships with Aboriginal organisations, service providers, funders and key stakeholders. • Provide advice to the CYATS Senior Manager on matters to enhance service delivery, improve access and client health outcomes. • Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of the employee’s competence and training, consistent with positions classification.
<p>WORK ORGANISATION</p> <p><i>(Planning and coordination)</i></p>	<ul style="list-style-type: none"> • Ensure confidentiality of client information and secure management of all program files in compliance with applicable privacy legislation and policies. • Manage, plan and coordinate the functions of the team’s performance and the tasks of the program including staff meetings, recruitment, program reviews, CQI, occupational health and safety, governance, HR, finance and risk management processes. • Develop a strong team and workplace culture committed to the organisation’s strategy, mission, vision and values outlined by the board. • Be an active team member and support a service-based work culture showing commitment to the organisation’s strategy, mission, vision and values outlined by the board. • Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress.
<p>WORK HEALTH AND SAFETY</p>	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Ability to travel to remote locations by 4WD as required • Work in accordance with Congress’ WHS policy, the WHS Act, Regulations and Code of Practices. • Ensure WHS non-conformances or incidents/injuries are notified.
<p>VALUES AND BEHAVIOURS</p>	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourcefulness, Responsibility, Relationships. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.

Person Requirements (*Qualifications & Attributes*)

ESSENTIAL

1. Tertiary qualification in a health, education or social sciences field with eligibility of relevant Australian Association Membership or extensive experience in a relevant area of work demonstrating quality leadership and management, with a willingness to undertake further training in management if required.
2. Demonstrated experience in management and supervising a multidisciplinary team including the ability to build and lead a professional work unit and effectively prioritise and delegate tasks.
3. Relevant management experience in managing a team, budgets and preparing reports for key stakeholders.
4. Demonstrated experience in managing a team that provide support to vulnerable children and families and that is child focussed, family-centred and trauma-informed.
5. Knowledge of child development including neurodevelopmental disorders including FASD, ASD and global developmental delays.
6. Demonstrated ability to foster and maintain collaborative working partnerships with internal and external stakeholders.
7. Awareness of and sensitivity to Aboriginal culture, and history and knowledge of factors influencing the health and lives of Aboriginal children and families in Central Australia.

DESIRABLE

1. Identifies as an Aboriginal person; recognised and accepted as an Aboriginal person by the Aboriginal community.
2. Knowledge and/or experience of Aboriginal communities in Central Australia.

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Position Description Authorised by: General Manager – Child Youth & Family Services August 2024

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name	Signature	Date
Supervisor Name	Signature	Date