



Position Description

Position Identification			
Position Title:	Team Leader, Aged Specialist Services		
Direct Reports	5.4 EFT	Indirect Reports:	0
Position Number:		Effective Date:	August 2018
Location:	Cromwell Street, Glenroy / Dependent on client demand		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification: *HR Use Only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> Senior Clinical, Grade 3 		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Aged Care	Unit: Aged Specialist Services	
Organisational Chart	<pre> graph TD GM[General Manager, Aged & Primary Care] --- M[Manager, Aged Care] M --- TL[Team Leader, Aged Specialist Services] </pre>		
Position Summary			
<p>The Team Leader of Aged Specialist Services is responsible for providing leadership and direction to staff of a multi-disciplinary team in the day-to-day operations of the program in order to deliver high quality services to our community and Merri Health service users in line with organisational Vision and Strategic Direction.</p> <p>The Team Leader will ensure services are provided in a safe environment, responsive to community needs, compliant with Merri Health policy and procedures, relevant legislation and current best practice.</p> <p>Staff members within the Aged Specialist Services are funded predominantly by the Commonwealth Home Support Program (CHSP) and are responsible for providing assessment and management for clients 65 years and older (50 and older for Aboriginal and Torres Strait Islander people).</p> <p>The Aged Specialist Services is underpinned by a wellness approach, which focusses on clients' strengths, is goal oriented and aims to maximise independence and autonomy. The objectives of the Program are to:</p> <ul style="list-style-type: none"> Provide rapid access to a multi-disciplinary allied health service which assists targeted/eligible clients to retain/regain optimal physical & cognitive function. Provide an interim, capacity retaining/building service option for clients on waiting lists for ACAS assessment and packages. Provide services in locations designed to promote greatest accessibility 			



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- Offer an early intervention memory loss/dementia service that utilises a strength based framework (not deficit)
- Ensure that people with memory loss/dementia and their carers have information that allows them to manage their care more effectively & how to access other support

The team also embraces principles of reablement and restorative care which are time limited and goal oriented approaches that help clients adapt to a functional loss and/or address a particular deficit. This role will work closely with other CHSP funded services across Merri to ensure the integrated and coordinated provision of CHSP funded services.

Position Accountabilities

Responsibilities

Service Development

- Work with internal and external key stakeholders to manage the establishment, implementation and evaluation of the Aged Specialist Services in line with other Merri CHSP funded services.
- Drive the identification of trends, population health needs and service demand to develop proposals for the ongoing development of the Aged Specialist Services
- Incorporate principles of co-design including feedback from internal and external referrers, clients, staff satisfaction and client surveys.
- Provide clinical leadership for the ongoing development and quality improvement of restorative care and reablement approaches in aged care.
- Maintain positive relationships with key stakeholders including relevant government services, service providers and key referrers, including internal colleagues.
- Support the integrated and coordinated clinical governance arrangements across Merri’s aged allied health, nursing and medical staff.
- Liaise with clinical leads in order to ensure planning, documentation and provision of quality discipline specific services for clients is in line with CHSP funding guidelines and the wider organisational policies.
- Collaborate with other Team Leaders funded across CHSP to identify and develop multi-team projects that address the needs of CHSP eligible clients.
- Participate in appropriate network and partnership initiatives and ensure Manager is informed on key issues and trends arising from meetings.

Team Management

- Contribute to the overall management of the Aged Services Program and the integrated provision of CHSP funded services across Merri Health
- Provide leadership within the team to ensure the provision of safe and timely evidence based services, multidisciplinary practice and continuous quality improvement incorporating accurate documentation, data entry and reporting.
- Support the provision of MBS funded services through the Geriatrician and monitor the effectiveness of this workforce approach.
- Support members of the Aged Specialist Service to assess clinical risk, identify issues and implement mitigation strategies.
- In conjunction with the Manager, develop, implement and review procedures and policies on matters relevant to the team.
- Review and develop operational guidelines to ensure efficient and effective service delivery and review with Manager as required.



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	<ul style="list-style-type: none"> • In conjunction with the Manager, work with staff to develop annual team plan and individual work plans in conjunction with relevant parties. • Report incidents, complaints or grievances to Manager Aged Services and assist investigation process as per Merri Health policy. • Ensure effective utilisation of clinical appointment diaries to ensure an effective response to demand management of services. • Ensure performance management issues are addressed promptly and in accordance with organisational policy & procedure. <p>General</p> <ul style="list-style-type: none"> • All services within Aged Specialist Services achieve targets set by funding agreements, MBS requirements and operate to a high standard, in a timely manner which ensures effective access for clients and is based on evidence based practice. • Where appropriate deliver clinical services in line with the relevant scope of practice based on APHRA qualifications. It is anticipated that a percentage of time will be allocated for clinical work as negotiated with the Manager. • Contribute to other relevant Merri Health activities as directed by the General Manager through the Manager. • Undertake regular supervision with Manager. • Undertake professional development in accordance with an annual work plan developed in consultation with the Manager as part of the annual IPR process. • Support staff in the implementation of the Program and Merri Health’s Strategic Plan. • Be responsible for team outcomes, ensuring targets and funding requirements are met, and good external relationships are maintained. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations
<p>People Management</p>	<ul style="list-style-type: none"> • Ensuring the management of people within the Team including recruitment, induction, professional development, reward and recognition and performance management • Ensure applicable employees comply with professional registration, national code for health care workers and delegated scope of practice • Manage employee retention and coordinate workforce planning across the Team to ensure responsiveness to changing or emerging client needs • Promote and monitor compliance of people management processes to all Merri standards, policies and procedures • Build a culture of ambition and success across the Team through motivating and developing employees by promoting continuous improvement • Ensure the performance objectives of the Team are communicated, understood and cascaded to all employees through effective development of individual KPIs and work plans • Ensure appropriate succession plans are in place to achieve longer term strategies
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p>



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	<ul style="list-style-type: none"> All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes Sound upper limb joints, with the ability to withstand repetitive upper limb activity May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. Understand and implement accreditation standards that apply to team and organisation Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and is committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
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Capabilities	All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.
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Key selection criteria

Essential	<ul style="list-style-type: none"> Tertiary qualification in Allied Health or Nursing and a current registration with the Australian Health Practitioner Regulation Agency (APHRA) or other governing body. Significant clinical experience in providing allied health or nursing services to older people based on a wellness and reablement approach. A commitment to Merri Health values and philosophy, and ability to engage in the enhancement of Merri Health culture in meeting organisational objectives. Demonstrated experience and ability in leading a multidisciplinary team with an ability to develop and support their growth. Experience in strategic thinking, planning and service development in relation to client centred aged care or allied health. Highly developed communication (written and verbal) and organising skills. Experience with data collection and analysis.
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Desirable	<ul style="list-style-type: none">• Post graduate qualifications in management or a desire to develop management skills.• Demonstrated program evaluation skills• Relevant second language• Understanding of MBS funding• Membership of relevant professional association.• Knowledge of My Aged Care
Checks, Licences and Registration	<ul style="list-style-type: none">• Current Victorian Driver's Licence• Current National Police Check (NPC)• Working With Children's Check (WWCC)• AHPRA Registration