



(Professional Discipline) Supervisor, Aspect Therapy POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: <i>(Professional Discipline) Supervisor (Speech Pathology; Occupational Therapy, Psychology/Clinical Psychology/Educator/Social Worker)</i>	Location: <i>Aspect Therapy Team - All regions (NSW, ACT, VIC, SA)</i>
Group: <i>NDIS Services & Strategic Partnering, Aspect Therapy</i>	Reports to: <i>Practice Leader (OT, SP, Psych, Special Educator)</i>

Organisation Purpose

A different brilliant® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Team Purpose

Aspect Therapy provides a broad range of therapy services from locations across Australia, provided by such professionals as speech pathologists, social workers, occupational therapists, psychologists, clinical psychologists and educators. Services are structured to provide a range of activities and programs to inform, empower and resource participants and their families. All supports have a strong focus on community participation with the aim of developing individually tailored programs that enable clients to reach their potential.

Position Purpose

To provide high quality support and supervision, mentoring and professional development to Aspect Therapists in the specified discipline of Occupational Therapy, Speech Pathology, Psychology, Clinical Psychology or Special Education. This role supervises Therapists and supports Aspect Therapy's Practice Leaders to ensure high quality, evidence informed therapeutic services are delivered across the Aspect

Therapy team. The number of Therapists being supported by the (Professional Discipline) Supervisor will determine the supplementary load of clinical responsibilities as outlined in the Aspect Therapist position profile.

Location

Therapists work in community settings including participants homes, education and other environments as such, travel is required to support staff and service users. Therapists travel within the region they work, however some travel outside of regions may be required. Working from own home and in the community is a requirement for the role.

Outcomes

Key Result/Responsibility Area:	Requirements & Expectations	Success Indicator
Leadership	<ul style="list-style-type: none"> • By mentoring Therapists in their discipline-specific practice, motivate and develop staff to achieve their professional and clinical goals. • Coach, review and provide Therapists with feedback on their performance, escalating concerns to the Practice Leader as required. • Demonstrate a positive attitude to managing change and maintain a solution focused approach. • Support the Operational Leader in coordinating regional meetings and support in the planning of the national meeting. • Assist in identifying and resolving service provision gaps and exploring innovative service opportunities. • For Board Approved and Clinical Psychology Supervisors – support staff to meet all the requirements of their clinical or provisional psychology registration. 	<ul style="list-style-type: none"> • Therapists are regularly reviewed, receive feedback and achieve their professional and clinical goals • Regional meetings and the annual AT National Conference have quality content and are positively received
Operational & Financial Management	<ul style="list-style-type: none"> • Operate within approved budgets and financial delegations for specified region. • Collaborate with the Operational Leader regarding staff utilisation and provide feedback to Therapists to maximise utilisation. 	<ul style="list-style-type: none"> • Utilisation rates are maximised • Aspect Therapy is financially sustainable
Service Quality & Customer Service	<ul style="list-style-type: none"> • Support the implementation of innovative services and clinics. • Support the Practice Leaders to ensure best practice principles are communicated, demonstrated and embedded in Aspect Therapists' service delivery • Support the implementation of online communities of practice • Alongside the Practice Leaders, share recent and relevant research 	<ul style="list-style-type: none"> • Therapists demonstrate research-based best practice in innovative services and clinical delivery • Clear discipline practice standards are

	<ul style="list-style-type: none"> • Provide advice and support around the use of assessments • Review Therapists' reports and provide feedback to ensure high quality standards and efficient practices are maintained (and escalate concerns to the Practice Leader) • Review session notes and collaborate with Therapists to ensure appropriate participant goals and plans for intervention • Support the implementation of the ACA and 5 point star across Aspect Therapy • Assist with service calls and enquiries as required • Review and promptly respond to internal feedback from Aspect staff as required • Review and promptly respond to feedback from service users and families through the NPS data as well as incidental feedback • As required by the Operational Leader, review and follow up Riskman entries (clinical focus) and support quality improvement projects as appropriate • Support the Operational and Practice Leaders in the preparation, review and follow up of audits • Review results of Salesforce audits to identify strengths and gaps in Therapists' goals, progress notes and additional paperwork • Ensure services of assigned Therapists are delivered in accordance with Aspect policies and meet NDIS quality standards and National Disability Standards 	<p>communicated, reviewed and concerns are escalated if required</p> <ul style="list-style-type: none"> • Positive client feedback – NPS, surveys, exit surveys, Riskman • Evidence in Salesforce of staff following best practice processes e.g. 5 point star intake info, quality individual plans, progress of goals reported • Pass NDIS Audit
Employee Engagement	<ul style="list-style-type: none"> • Support selection, recruitment and induction of Therapists in specified region • Assist in the planning and implementation of the new graduate program • Provide high quality support and supervision to Therapists in your region, which includes face to face meetings, telephone and online support and attend joint visits as required • Support the Operational and Practice Leaders to ensure staff utilisation is maximised • Support the Operational and Practice Leaders to identify and address staff performance issues that may relate to utilisation and or quality • Recognise and celebrate the assigned Therapists who are performing well against their KPIs • Share professional learnings and information regarding relevant PD 	<ul style="list-style-type: none"> • Sufficient, high quality staff employed to meet regional therapy needs • Positive feedback from new starter survey and relevant action taken to address concerns/challenges • Personal Work Plans are completed and reviewed regularly with Practice Leader. • Staff wellbeing and engagement is promoted through the Support and Supervision framework • Positive feedback through the

	<p>opportunities</p> <ul style="list-style-type: none"> Facilitate discipline specific networking in the region 	<p>VOICE staff survey</p> <ul style="list-style-type: none"> Staff retention rates are maintained against industry benchmark High staff performance recognised and celebrated Action taken to effectively support poor performing staff – participation in Utilisation Improvement Planning meetings
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> Collaborate with all members of the Aspect Therapy leadership team, including the Operational Leaders and Practice Leaders to support optimum service delivery Work collaboratively with Aspect Administration to support assigned Therapists' needs Build and maintain strong collaborative relationships with local services in your region and provide information to staff regarding services and what they can offer Maintain positive relationships with Aspect Principals and other school staff (where relevant) in specified region Support the Regional Manager in building relationships with any relevant funding bodies and service providers 	<ul style="list-style-type: none"> Effective engagement and collaboration with internal and external stakeholders to ensure Therapists are providing optimum service delivery Local services contacts established across all regions
Safeguarding the People We Support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct. Demonstrate a duty of care to students/participants Treat students/participants with dignity and respect Complete mandatory Safeguarding and Child Protection training and implement into day to day operations and practice Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns Escalate/report other staff practices which deviate from policy/procedure Adhere to students' / participants' individual plans recognising their personal needs, choices and control 	<ul style="list-style-type: none"> Demonstrated evidence that issues/concerns are escalated/reported to supervisor/manager Completion of Safeguarding and Child Protection online training modules Personal commitment and day to day demonstration of competency in safeguarding

Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Participate in the staff consultation process about work health & safety matters • Understand and adhere to Aspect's Code of Conduct 	<ul style="list-style-type: none"> • Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and management instructions. • All hazards, incidents and injuries are reported to management procedures • Health safety and welfare of self and others is ensured as far as reasonable • Actively participate in safety consultation as required
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PART B: POSITION CRITERIA

Position Criteria	Capabilities	Collaboration	<i>Working effectively with others in the organisation to accomplish goals and to obtain information</i>
		Sensitivity	<i>Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour on others</i>
		Planning and organising	<i>Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources</i>
		Motivational fit	<i>Sharing the organisation's mission, vision and values, mode of operation and working within the Strategic Plan and unit Action Plan</i>
		Technical/Professional knowledge	<i>Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas; keeping abreast of current developments and trends in areas of expertise</i>
		Tolerance for stress	<i>Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity), resilient attitude, adaptability to change</i>
	Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrated high level of clinical expertise in the delivery of evidence informed therapy services to individuals on the autism spectrum • Demonstrated ability to work with individuals with autism and their families 	

		<ul style="list-style-type: none"> • Capacity to provide exemplary support and supervision to Therapists • High level of interpersonal and written communication skills • Willingness to learn and be adaptive to changing or competing demands • Demonstrated capacity to operate effectively within the Aspect Leadership Framework which addresses four focus areas: <ul style="list-style-type: none"> ○ <i>People, teams and relationships</i> – how we work with and through people to achieve our goals ○ <i>Self-leadership and professionalism</i> – how we behave and model personal effectiveness ○ <i>Vision and outcomes</i> – how we look to the future while keeping an eye on what is happening now ○ <i>Adaptive leadership</i> – how we lead through challenge, change and uncertainty
	Qualifications/Job Requirements	<ul style="list-style-type: none"> • Relevant tertiary qualifications (OT, SP, Psychology, Clinical Psychology, Special Education or Social Work) • Eligible for registration and membership of relevant professional organisation (OTs, Psychologists and Clinical Psychologists to be registered with AHPRA) • For Board Approved and Clinical Psychology Supervisors – maintain Board approved status • Working With Children Check WWCC (for relevant state) appropriately cleared • Completion of NDIS Worker Orientation Module • International Police Check (IPC) if relevant • National Police Check (NPC) appropriately cleared • Disability Worker Exclusion Scheme (DWES) – appropriately cleared (VIC staff only) • Responding to Abuse and Neglect (RAN) certificate (SA staff only) • Department for Communities and Social Inclusion (DCSI) check (SA staff only) • Valid driver's licence and willingness to travel as required • Current CPR and anaphylaxis certificate

PART C: APPROVED BY

Position Approved by: Rachel Kerslake, National Manager, Aspect Therapy