

POSITION DESCRIPTION

POSITION TITLE:	TEAM LEADER		
COMPANY DIVISION:	genU	UNIT:	Shared & Respite Living
OFFICE LOCATION:			
REPORTS TO:	Operations Manager		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • People & Culture Team • Executive Management Team • Managers, team leaders and supervisors • Other staff • Unions and employee reps • VHIA, Peak Bodies & other employee reps • External/Outsourced service providers 		
CLASSIFICATION & CONDITIONS:	Victorian Disability Services (NGO) Agreement 2019		
STATUS:	Updated 8 May 2020		

THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

genU works using a person centered approach. Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

Vision: To build inclusive communities

Mission: Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.

POSITION:

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

DESCRIPTION OF DIVISION

genU provides both shared supported accommodation and independent living accommodation options. People being supported in accommodation are empowered and enabled to participate in everyday activities and are encouraged to develop and maintain skills associated with daily living.

PURPOSES OF THE POSITION

The core purposes of the position of House Coordinator is to provide inspirational leadership and operational management to our shared supported accommodation homes and ensuring an empowering and enabling environment for people with disabilities, whilst still maximising opportunities for the attainment of personal goals and lifestyles that are valued by the wider community.

Duties may include but are not limited to:

- Proactively promote a home like environment that enhances the well-being of people with disabilities and is welcoming of families, friends and other visitors.
- Implement a partnership in care approach to enable optimal health and well-being to be achieved, including the active involvement of people with disabilities, their families and referrers in the identification of health care needs and the training of staff around individual needs and preferences.
- Develop, review and accurately maintain all resident care/support plans in conjunction with all stakeholders; residents, families and other service providers to ensure health care needs of residents are achieved. Including a range of needs such as behavioural support plans.
- Undertake program planning and monitoring functions including reviews and written reports as required

POSITION:

- e) Ensure a person centred and self-directed approach is embedded within the culture of the facility to maximise independence

SUMMARY OF POSITION RESPONSIBILITIES

The position is directly responsible to the Operations Manager for key accountabilities and the achievement of Key Performance Indicators.

KEY RESULT AREAS

- (i) Evidence of attainment of enhancement of quality of life for each resident
- (ii) Evidence of productive relationships with key stakeholders such as residents, families, community services and other service providers
- (iii) Accurate and timely documentation where appropriate
- (iv) Undertake medication administration and personal care duties with strict adherence to procedure and PCP all of the time
- (v) Accurate client and administrative documentation maintained and communicated to relevant stakeholders
- (vi) Evidenced by observation and feedback from management, staff members and residents where appropriate
- (vii) Adherence to all genU policies and procedures to ensure a safe environment for residents
- (viii) Effective allocation of existing resources to maximise the opportunities for individual residents and creative/innovative strategies to provide further opportunities
- (ix) Successful adherence to Disability standards as evidenced through internal and external audits
- (x) Ensure major and minor equipment is maintained at a safe and clean level according to guidelines and via a maintenance schedule and CIR process

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Qualifications:

- Certificate IV in Disability Studies
- Current First Aid- Certificate II Level and CPR Certificate
- Working with Children's Check

POSITION:

Essential:

- Significant experience delivering services in the disability industry
- Demonstrated ability to provide person centred active supports for residents
- Experience leading and managing a team of staff
- Highly developed interpersonal and communication skills
- Excellent time management and organisational skills
- Good computer skills including; in house data base systems, MS office and excel
- Completion of the NDIS Worker Orientation Module

Desirable:

- Knowledge of and commitment to service provision within a human rights framework
- Knowledge of disability services legislation, state plan and service standards

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending		✓	
Computer based tasks	✓		
Driving		✓	
Kneeling		✓	
Lifting		✓	
Sitting	✓		
Standing		✓	
Walking		✓	