

Position Title: Team Leader

Reporting to:	Independent Living Coordinator
Direct Reports:	Disability Support Workers
Hours of Work	38 hours per week (Monday to Friday)
Remuneration Package	Salary and leave entitlements as determined by the SCHADS Award Level 3, including: superannuation calculated on ordinary earnings; five weeks' annual leave and two weeks personal/carer's leave. Salary packaging is available to all Somerville employees.
Key Relationships	Participants and families
Purpose of the Position	Lead a team of DSW's to deliver high quality services to NDIS participants to meet their needs and expectations. These services must also be aligned to organisational, service and individual participant goals.
Essential Criteria - Experience	<ol style="list-style-type: none"> 1. Experience working with persons with intellectual and or physical disability and their families. 2. Experience assisting people with a disability with activities of daily living, including personal care 3. Understanding, ability and willingness to implement Person-Centred Practices 4. Skills in building relationships with people from diverse backgrounds 5. Able to effectively manage time and balance priorities 6. Experience in using technology to communicate and share information 7. Excellent written and verbal communication skills 8. Experience following policies, procedures and plans 9. Desire to make a difference
Essential Criteria - Qualifications	<ol style="list-style-type: none"> 1. Minimum Certificate IV in a Disability or related qualification
Essential Criteria - Personal	<ol style="list-style-type: none"> 1. Logical and fact-based approach to situations 2. Desire to make a difference 3. Positive outlook 4. Initiative 5. Warmth and empathy
Desirable Criteria	<ol style="list-style-type: none"> 1. Experience in mentoring or coaching others 2. Understands NDIS including quality and safeguarding requirements
Employment Requirements	<ol style="list-style-type: none"> 1. Current Northern Territory Drivers Licence 2. Current National Criminal History Check 3. Working with Children Clearance (NT Ochre Card) 4. NDIS Worker Screening Clearance 5. First Aid Certificate 6. Vaccinations – Covid 19, Influenza, Hepatitis A and B 7. NDIS Worker Induction Module

DS Team Leader Tasks and Responsibilities

RESPONSIBILITY	PERFORMANCE MEASURES
Ensure effective and efficient administrative procedures and processes are adhered to including the upkeep of participant files and folders, monthly reporting and business planning activities.	<ul style="list-style-type: none"> Participant financial records are updated on a daily basis House petty cash records are updated on a daily basis Participant records are updated daily including but not limited to, behaviour logs, sleep data and daily notes.
Ensure compliance with the National Quality and Safeguarding Framework (NQS) and organisational policies and procedures.	<ul style="list-style-type: none"> Incident reports are submitted in accordance with timeframes for Service Standards. Incidents are notified to leadership team in a timely manner
Participate and manage areas of domestic support in the home, such as (though not limited to): <ul style="list-style-type: none"> Household and personal shopping Laundry Meal and menu planning (with involvement from participants) Meal preparation 	<ul style="list-style-type: none"> Duty checklists are completed in Client Management System
<ul style="list-style-type: none"> Participate and manage areas of direct care duties such as (though not limited to): assistance with personal care routines such as bathing, toileting including use of continence aids, dressing and grooming, eating / feeding, medication management assistance with transferring and mobility providing additional support where required, such as gastrostomy feeding, blood sugar monitoring, etc. implementing personalised training programs with people supported in the program in a diverse range of areas including shopping, transport, communication, managing finances, meal preparation, medication management, housework, and basic home maintenance. arranging, supporting, and undertaking with service users home based and community-based activities. provide effective behavioural support to individuals in line with their written interaction guidelines 	<ul style="list-style-type: none"> Participants NDIS goals are met
<ul style="list-style-type: none"> Maintain the appearance of the home, including the notification of when items need replenishing or replacing such as (though not limited to) Chemicals PPE 	<ul style="list-style-type: none"> Requests are submitted in a timely manner according to policy and procedure

<ul style="list-style-type: none"> • Linen • Kitchen and shared household appliances or furniture 	
Working relationship with participants and their guardians / family	<ul style="list-style-type: none"> • Friends and family visit chart completed and immediately after family or friend visits or immediately after contact is made by staff with family or guardian • Emails and notes are saved in Client Management System
Support a workplace culture of teamwork, support, and participant service innovation.	<ul style="list-style-type: none"> • Number of complaints received. • Number of compliments received. • Clear demonstration of organisations values in daily work. • Attend and participate in mandatory team meetings held every quarter • All team members are fully inducted for the house and participants they are supporting