



# **RICHMOND FELLOWSHIP TASMANIA**

## **STATEMENT OF DUTIES**

<b>Title: Team Leader</b>	<b>Position Number:</b>
<b>Location: North West Outreach Program</b>	
<b>Award: Social, Community, Home Care and Disability Services Industry Award</b>	<b>Level: 5</b>
<b>Employment Status: Permanent Full Time</b>	<b>Number of Subordinates: 2</b>
<b>Reports to: North West Regional Manager</b>	

### **1. ACCOUNTABILITY**

The Team Leader is accountable to the North West Regional Manager.

### **2. SUPERVISORY RESPONSIBILITIES**

The Team Leader directly supervises all staff within the Program.

### **3. AREAS OF ACCOUNTABILITY**

#### **3.1 SERVICE DELIVERY**

The Team Leader is responsible for all elements of home based service delivery. They ensure the provision of a high quality psychosocial rehabilitation service to adults with serious mental illness and psychiatric disabilities. They are responsible for the enhancement of the ability of consumers to live a sustainable and meaningful lifestyle by:

- Ensuring appropriate intake and assessment services
- Enabling a process of consumer skill development, self management and appropriate interaction with other community services
- Ensuring that consumers access generic services relevant to their assessed needs
- Providing direct service delivery to a small caseload of consumers
- Initiating and maintaining networking and liaison with clinical services
- Establishing operational procedures and work practices for the program
- Ensuring the program operates in accordance with service agreement and other relevant contractual requirements
- Ensuring the program operates in accordance with relevant legislative requirements
- Adhering to RFT Policies and Procedures.

### 3.2 PROFESSIONAL DEVELOPMENT

The Team Leader is responsible for ensuring a high level of service delivery by:

- Attending and actively participating in regular supervision
- Participating in regular performance appraisals
- Undertaking relevant training as required

### 3.3 PROGRAM PLANNING

The Team Leader is responsible for program planning within the context of RFT sanctions by:

- Ensuring that program planning and policy development focuses on the needs of consumers
- Ensuring program planning incorporates consumers and where applicable, family and carers' input and evaluation
- Ensuring that the program operates within a safe environment that is conducive to each individual's growth and development.

### 3.4 STAFF SUPERVISION AND MANAGEMENT

The Team Leader is responsible for staff supervision in order to support employees in their work, and enhance service delivery by:

- Ensuring regular supervision of each staff member
- Collaboratively identifying appropriate training and professional development needs of staff
- Conducting staff performance appraisals in accordance with the RFT performance management system
- Managing staff both as individuals and members of a team.

### 3.5 COMMUNITY LIAISON

The Team Leader is responsible for developing and maintaining effective networks and consultative processes with key stakeholders in the service. These include clinical professionals, other psychiatric disability support services, referring agencies and local community support services that are relevant to consumers needs.

### 3.6 REGIONAL AND ORGANISATIONAL PLANNING & POLICY DEVELOPMENT

The Team Leader is expected to attend state managerial forums and to contribute to organisational planning and policy development. They may also be required to attend other working groups and Board and Regional Committee meetings where appropriate.

### 3.7 OCCUPATIONAL HEALTH AND SAFETY

The Team Leader is responsible for ensuring that the Program meets the requirements of the Workplace Health and Safety Act (Tas) 1995 and for ensuring a co-operative approach to workplace health and safety issues in the program.

### 3.8 ADMINISTRATION, FINANCIAL AND ASSET MANAGEMENT

The Team Leader is responsible for program administration, financial and asset management according to organisational guidelines. The Team Leader ensures service delivery and accountability by:

- Maintaining budget control
- Implementing and maintaining effective administrative and financial management procedures
- Implementing and maintaining effective asset management systems
- Implementing and maintaining effective data collection systems

### 3.9 PARTICIPATION IN ON-CALL WHERE REQUIRED

### 3.10 OTHER DUTIES WHERE REQUIRED, SUBJECT TO NEGOTIATION

#### **4. KEY SELECTION CRITERIA**

1. Demonstrated knowledge of psychiatric disability and experience in working with adults with serious mental illness
2. Understanding of issues relating to fluctuating episodes of illness, and to family issues and dynamics
3. Ability to assess a consumer's mental state and to determine when people are at risk of experiencing acute psychosis
4. Demonstrated skills and experience relevant to managing community residential services
5. Demonstrated experience in managing and supervising individuals and staff teams
6. High level of interpersonal skills
7. Strong analytical and written communication skills
8. Demonstrated capacity for financial management and general administration
9. Relevant qualifications as per Level 5 in Social, Community, Home Care and Disability Services Industry Award
10. Minimum of 2 years experience in a relevant field of work
11. Current Drivers licence
12. Current National Police check that is no more than 12 months old. You may gain an interview without a current National Police check but if successful we will require the original before you start.
13. Computer literacy
14. Current 1<sup>st</sup> Aid Certificate

#### **5. CONDITIONS OF EMPLOYMENT**

Conditions are as set out in the Social, Community, Home Care and Disability Services Industry Award.

Richmond Fellowship Tasmania Inc. offers internal supervision and encourages professional development, peer support and the opportunity to become involved in organisational policy development.

The successful applicant will be employed initially for a three-month probationary period. Relevant criminal record checks are mandatory for all new appointments.