

Position Description



Position Title: Manager Health & Wellbeing Services	Division: Community & Allied Health
Reports To: General Manager – Health Services	Direct Reports: Community & Allied Health team members including occupational therapist, physiotherapist, speech pathologist, dietitian, health promotion officer, community health nurse
<p>Primary Objective:</p> <p>Community & Allied Health: To provide day to day leadership, management, operations, performance and coordination's of the Community and Allied Health team at Timboon and District Healthcare Services in accordance with the Vision and Values.</p> <p>To promote optimal Allied Health services to the patient ensuring long-term health and wellbeing, consistent with Timboon and District Healthcare Services Mission and Values. Working with a self-directed team, providing holistic care to the patient and the family, by providing effective clinical, educational and emotional support.</p> <p>Population Health & Well Being: Adopt a population health approach to the community's health requirements and identify and influence approaches for the whole of life pathways, with an emphasis on prevention and self-care. Promote community involvement in the planning, development, implementation and evaluation of public health programmes for the Health services catchment population. Promote actions to identify and address health and health services inequalities. This could include health equity audit, assessing impact of policies and service on health inequalities, informing service and programme design and specification.</p> <p>We support our colleagues by sharing knowledge and expertise and promoting our excellence to our customers and the community.</p>	
Position Dimension & Decision Making Authority	Key Communication Contacts / Organisation
<p>Without referral to manager</p> <ul style="list-style-type: none"> • Day to day operational management including staffing, work hours and programs delivery • Approval and management of staff leave • Implementation of patient centre care – client care • Approval of programs by external requestors • Development of population based programs <p>After Consultation with manager</p> <ul style="list-style-type: none"> • Quality improvement activities • Delivery of training programs to staff and external providers • Implementation of new programs • Stock orders and purchases • Implementation of public health programs <p>Referred to manager</p> <ul style="list-style-type: none"> • Items outside of delegation • Professional development • Development of business plan / calendar of events 	<ul style="list-style-type: none"> • General Manager Health Services – regular contact regarding the management of the service • Quality Manager – regular contact to ensure compliance and quality improvement • Nurse Unit Manager – regular contact to ensure integration of services • Continuum of Care Coordinator - regular contact to ensure integration of services • Community organisations – as required to ensure TDHS's involvement in relevant initiatives in consultation with General Manager

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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Leadership and Management	<ul style="list-style-type: none"> • Provide timely and expert advice to the General Manager and Hospital Executive on all matters relating to community and allied health. • Support the community and allied health department's capacity building activities and operational effectiveness. • Operational management and strategic service coordination of the community and allied health department. • Effectively manage department and programs within the agreed EFT targets and budget performance targets and objectives. • Management of patient access and flow through services. • Ensure systems are in place for day to day operational effectiveness. • Manage Community and Allie Health Staff. • Mentor and develop allied health professionals and assist with change management as required. • Understanding and implementation of the Department of Health and Human Services - Allied Health: credentialing, competency and capability framework. • Orientate new staff and students to TDHS. 	<ul style="list-style-type: none"> • Business Plan / Calendar of events completed by 1st December each year. • Balanced budget and program targets achieved. • 100% completion rate for department mandatory training requirements and PRD completed. • Attendance at committee meetings as required. • Completes tasks within set timeframes. • New staff and students complete orientation.
Client / Patient Centred Care & Service Delivery	<ul style="list-style-type: none"> • Ensure client assessment, care planning and care evaluation / outcomes are in line with funding stream requirements and best practice frameworks / guidelines. • Patient centre care under pins service delivery and evaluation. • Clinical documentation is contemporaneous and • Encompassing of clinical care undertaken. • Ensure clinical information is accurate, relevant and up to date. 	<ul style="list-style-type: none"> • All patient information is reviewed and approved for use by consumers. • Implementation of a multidisciplinary care plan.
Information Management	<ul style="list-style-type: none"> • Utilise TDHS's IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner. 	<ul style="list-style-type: none"> • Patient/consumer related documentation is complete and accurate. • Documentation complies with legal and regulatory bodies requirements.

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	<ul style="list-style-type: none"> All information obtained in the course of employment remains confidential and private. This does not cease on the completion of employment with TDHS. Maintain client files according to the policies and procedures of TDHS. Any paper based documentation will be on organisational controlled paperwork with details including name, designation, time and date. 	<ul style="list-style-type: none"> Maintains confidentiality and privacy at all times. TDHS's IT systems have the correct and complete information stored on them.
Professional Development & Teamwork	<ul style="list-style-type: none"> Participate in TDHS mandatory training program. Attend role-specific training as required. Establish and maintain effective communication within a multi-disciplinary team to ensure consumers/patients receive quality ongoing care. Actively participate in the promotion of a positive and engaging team culture across Community and Allied Health. 	<ul style="list-style-type: none"> Completion of TDHS mandatory training. Active ongoing contribution within multi-disciplinary team. Positive and proactive role model within the Community & Allied Health team, as well as the organisation. Role specific knowledge shared within TDHS.
Organisational Infection Control & Quality Improvement Standards	<ul style="list-style-type: none"> Demonstrate commitment to the Australian Commission on Safety and Quality in Health Care, National Safety and Quality Health Care Standards. Ensure all practice is conducted in accordance with infection control policies, procedures and standards. Lead quality improvement in the community and allied health team. Development, implementation and review of TDHS and allied health specific policies and procedures. Participate in relevant organisational quality accreditation processes. Participation in quality improvement activities. Complies with all TDHS mandatory training requirements. 	<ul style="list-style-type: none"> Adherence to infection control and quality standard legislative requirements at all times. Demonstrated participation in accreditation processes Evidence of continuous improvement. Evidence of completion of all mandated training by annual date. Completion of annual audit requirements as per Quality & Audit Plan.
Code of Conduct & Equal Opportunity	<ul style="list-style-type: none"> Develop and maintain sound knowledge of and commitment to TDHS policies and procedures. Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination, prejudice or harassment. Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion. 	<ul style="list-style-type: none"> Aware of and promotes TDHS policies and procedures Core values are reflected in decision making and everyday behaviour. Adherence to the TDHS Code of Conduct. Participation and compliance of all occupational health and safety policies and procedures (including emergency response).

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	<ul style="list-style-type: none"> • Participate in promoting a safe working environment. • Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers. 	<ul style="list-style-type: none"> • Consumers are made to feel welcome and supported at all times.
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Person Specification

Key Selection Criteria (Qualifications, Experience and Personal Attributes)

- Allied Health discipline qualification and professional registration, or where registration does not exist, membership or eligibility for membership of relevant peak professional body / association.
- Manager experience in allied health operational role.
- Experience in public health program development
- Broad knowledge of current health system related issues with particular reference to allied health.
- Demonstrated high level leadership skills and the ability to effectively motivate and develop staff.
- Demonstrated ability to manage human, financial, and physical resources effectively and efficiently to ensure budget and performance targets are met.
- Excellent interpersonal, communication, consultation and negotiation skills with a demonstrated ability to develop and refine relationships both internal and external to the organisation.
- Demonstrated high level written communication skills with the capacity to produce reports, plans and briefings.
- A Victoria Drivers Licence

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /

Application process

- *Submission of formal application to include:*
 - *Cover letter, resume and statement against each of the selection criteria demonstrating experience*
 - *To be emailed to:*
 - *Leanne Klahsen, Human Resources Manager at lklahsen@cah.vic.gov.au*
 - ***Must be received by 5pm, Monday 8 February 2016***
- *Face-to-face interview*
 - *Panel composition will include: General Manager Health Services and others to be advised prior to interview)*
 - *Behavioural-based interview*
- *Additional assessment tools may be used such as Life-Styles Inventory (LSI), candidates will be advised*
- *Referee checks*
- *Offer, applicable screening checks and contract negotiations*