

Position Description

Position Title	Team Lead- Allied Health
Classification	Direct Service Delivery, Band 3

Purpose of the Role:

The role provides management and leadership support to Allied Health staff working within the NDIS Portfolio Southern. The Team Leader- Allied Health supports the multidisciplinary team to work productively, effectively and to deliver high quality, coordinated and person-centered client outcomes. Funding sources for service delivery include NDIS and other commercial sources.

The Allied Health Team Leader carries a client caseload within their own area of expertise.

Key Relationships

The Team Leader - Allied Health works closely with the Portfolio Manager - NDIS Southern, and other leadership roles including Senior Occupational Therapists and Senior Speech Pathologists, NDIS Administration and other Program staff within the organisation as well as internal business units, and external stakeholders.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Support the Portfolio Manager - NDIS Southern, to lead Allied Health staff to deliver quality services under the NDIS Southern portfolio, ensuring oversight and delivery of quality client services. This includes client allocation, waitlist management, managing staff support needs, managing risk and acting as a point of escalation.
- Support the Portfolio Manager - NDIS Southern to ensure staff KPI's are monitored and met
- Provide clinical services to clients of the service in the appropriate discipline at the level agreed with the Portfolio Manager - NDIS Southern.
- Liaise with and develop ongoing partnerships with clients, their families and other service providers including government and non-government agencies
- Support and facilitate student placements within Marathon Health
- Provide and facilitate clinical supervision alongside other clinical supports in the Team.
- Compliance with discipline specific Ethics and Code of Professional Conduct and Scope of Practice, including compliance with client confidentiality
- Contribute to the development, implementation and evaluation of new models of service delivery, including telehealth and outreach.
- Ensure documentation and reports are accurate and compliant with policies, procedures and other legislation
- Contribute to quality assurance activities
- Undertake continuing professional development and maintain registration and supervision requirements.
- Other responsibilities as directed by Portfolio Manager - NDIS Southern

Our Values

Staff are expected to demonstrate our ICARE values:

- I**ntegrity and Loyalty – be real
- C**ollaboration and Creativity – make connections
- A**chievement and Pride – be proud
- R**espect – demonstrate equality
- E**mpathy – open compassion

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office
- Support staff
- Comply with Code of Conduct
- Other duties as directed from time to time.

Special Job Requirements

It is a requirement of this position that you hold a current drivers licence. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

It is a requirement of this position that the successful applicant undertake a **Police Check** prior to commencing work.

If this position requires child-related work, you must hold a verified Working with Children Check prior to commencing work

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Selection Criteria

Essential

- Recognised qualification and high level of experience as an Occupational Therapist, Speech Pathologist, Psychologist or other Allied Health professional
- People management and leadership skills - relevant experience in managing and or supporting allied health staff and/or students to work productively, effectively and to deliver strong person centred outcomes, meeting organisational KPI's
- Experience working with people with disabilities within a person-centered framework
- Understanding of Allied Health service delivery under NDIS or other fee for service delivery models
- Highly developed problem-solving skills and ability to work fast and flexibly across a fast paced, diverse Portfolio
- Demonstrated high standard of interpersonal and communication skills
- Demonstrated ability to establish effective workplace relationships with a diverse range of professionals and stakeholders
- Demonstrated understanding of supports delivered in a multidisciplinary team
- Exceptional time management and organisational skills
- Experience in providing student supervision or willingness to do so
- APHRA registration or membership of professional association as appropriate

Desirable

- Experience in fee for service environment
- Experience in providing Allied Health Services to NDIS participants