

## Employee Position Description

Position Details		
<b>Position Title:</b> Manager Child and Family	<b>Department:</b> Child and Family Team	<b>Reports To:</b> Senior Manager Child and Family
<b>Primary Work Site:</b> Doncaster, other sites as required	<b>Is travel between sites required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is hybrid working available for role?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employment Status</b> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual		<b>Does the role have direct reports?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Enterprise Agreement:</b> ALLIED HEALTH PROFESSIONALS (VICTORIAN COMMUNITY HEALTH CENTRES) (MULTI-EMPLOYER) ENTERPRISE AGREEMENT 2022-2026		<b>Classification:</b> Allied Health Manager Grade 2 Level 3
Position Primary Purpose		
<p>The purpose of this position is to support Access Health and Community to deliver high quality, safe and sustainable services. To deliver on this the Child and Family Manger will support their team to grow and thrive, proactively manage team performance, implement effective risk and quality strategies, and work collaboratively to deliver integrated, quality care and services. This role will lead a trans-disciplinary team of Allied Health Professionals supporting children (0-18 years) and their families across block funded and consumer directed care streams. The focus of this role will be strategic and operational leadership in the outer east.</p>		

Key Accountabilities	
Focus Area	Responsibilities
<b>People Leadership</b>	<ul style="list-style-type: none"> <li>Support an engaged workforce by championing a person-centred and values-driven culture</li> </ul>

<b>Key Accountabilities</b>	
<b>Focus Area</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Communicate effectively to inform, engage and empower our people</li> <li>• Ensure the best use of resources to effectively plan, perform and deliver</li> <li>• Create and enable talented and diverse teams including coordination of recruitment</li> <li>• Define clear performance and development expectations to deliver on organisational goals</li> <li>• Focus on people's strengths and champion individual and team development</li> <li>• Provide time, resources and opportunities for people to develop and thrive</li> <li>• Invite feedback gratefully and steps into challenging conversations with courage and respect</li> <li>• Role model effective wellbeing practices and supports and guides others in managing stress and stressors</li> <li>• Provide operational management support to team members and ensure appropriate clinical supervision is supported for all staff within the team</li> </ul>
<b>Team Performance</b>	<ul style="list-style-type: none"> <li>• Monitor and manage service and individual performance targets aligned to organisational objectives and contracts</li> <li>• Contribute to the development of annual service budgets aligned to organisational requirements</li> <li>• Effectively monitor and manage financial performance within the operating budgets, including reporting variances and re-mediation plans monthly</li> </ul>
<b>Practice Excellence</b>	<ul style="list-style-type: none"> <li>• Together with the Child and Family Service leadership team develop and deliver evidence based trans-disciplinary care that is responsive to local community need and is aligned to the organisational service model</li> <li>• Support and seek consumer and employee feedback, community engagement and impact measurement to ensure continuous improvement and service excellence</li> </ul>
<b>Commitment to Access</b>	<ul style="list-style-type: none"> <li>• Support evidence-based practice and alignment to the organisational service model</li> <li>• Support and seek consumer and employee feedback, community engagement and impact measurement frameworks and tools across teams and within work to ensure understanding and continuous improvement of internal and external service provision</li> <li>• Work collaboratively with Service Access to ensure clients accessing Child and Family Services can do so quickly and efficiently</li> </ul>

Key Accountabilities	
Focus Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Support demand management and prioritisation of access whilst balancing capped target achievements and uncapped consumer directed care market opportunities</li> <li>• Ensure appointment book management and scheduling is planned, monitored and managed to enable visibility across available appointment slots</li> </ul>
<b>Collaboration &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with other leaders and teams to identify and implement opportunities for innovation and integration of services to achieve better outcomes</li> <li>• Facilitate and evaluate team professional development to drive excellence</li> <li>• Proactively seek out and develop partnerships</li> </ul>
<b>Risk Quality &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure organisational risk, quality and safety systems are implemented across the team</li> <li>• Monitor compliance with regulatory, contractual and organisational requirements; including contribution to preparation for accreditation activities</li> <li>• Actively contributes to the development, review and implementation of policies and procedures to support compliance in providing quality work</li> </ul>
<p><i>Beyond the key accountabilities specific to the role, all employees are expected to demonstrate the values of the organisation and the capabilities set out in the AccessHC Core Capability Framework (Attachment 1). The position description outlines the key accountabilities of the role but is not exhaustive. All employees will be expected to comply with their manager's directions when and as required, which may include completion of duties not listed in this document.</i></p>	

Selection Criteria	
<b>Screening Requirements</b>	<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> International Police Check (if lived overseas in last 10 years)
	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> NDIS Worker Screening
	<input checked="" type="checkbox"/> Australian Driver's License
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Allied Health with a minimum of 5 years' experience in the field</li> </ul>

Selection Criteria	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years of experience as a manager, team leader or senior clinician</li> <li>• Experience working across multiple funding streams including consumer-directed care</li> <li>• Experience working within a paediatric trans-disciplinary team setting</li> </ul>
<b>Demonstrated Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong people leadership capabilities</li> <li>• In-depth knowledge of contemporary best practice paediatric trans-disciplinary care</li> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrable high level of accountability and a track record of performing against targets</li> <li>• Good financial literacy, with experience of developing budgets and effectively managing financial performance</li> <li>• Demonstrable skills in leading improvement initiatives and change within a complex operating environment.</li> </ul>
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.</p>	

Authorisations	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> /    /	<b>Manager Name:</b> <b>Signature:</b> _____ <b>Date:</b> /    /