

Employee Position Description

Position Details		
Position Title: Manager Chronic Disease Care	Department: Allied Health & Chronic Disease Care	Reports To: Senior Manager Allied Health & Chronic Disease Care
Primary Work Site: Doncaster and Lilydale	Is travel between sites required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is hybrid working available for role? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employment Status <input checked="" type="checkbox"/> Permanent 0.64 FTE <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual		Does the role have direct reports? <input checked="" type="checkbox"/> Yes
Enterprise Agreement: Allied Health Professionals (Victorian Community Health Centres Multi-Employer) Enterprise Agreement 2022-2026 or Psychologists, Dietitians, Audiologists and Pharmacists (Victorian Stand-Alone Community Health Services) Enterprise Agreement 2023-2026 or Nurses and Midwives (Vic Public Sector) (Single Interest Employers) EA 2024-28		Classification: Allied Health Manager Grade 2 Level 3 or Nurse in Charge Community Health Team Leader (however titled) Dietitian Grade 3 Year 4
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 Manager Chronic Disease Care 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 multi-disciplinary team of Allied Health, Nursing and Health Coaching Professionals supporting clients with care coordination, health coaching, service navigation and therapeutic interventions who have chronic health conditions. The Chronic Disease Manager will drive innovation, development and growth of services in partnership with the Senior Manager Allied Health and Chronic Disease Care.</p>		

Key Accountabilities	
Focus Area	Responsibilities
People Leadership	<ul style="list-style-type: none"> • Support an engaged workforce by championing a person-centred and values-driven culture. • Communicate effectively to inform, engage and empower our people. • Ensure the best use of resources to effectively plan, perform and deliver. • Create and enable talented and diverse teams. • Focus on people's strengths and champion individual and team development. • Provide time, resources and opportunities for people to develop and thrive. • Invites feedback gratefully and steps into challenging conversations with courage and respect • Role model effective wellbeing practices and supports and guides others in managing stress and stressors • Provide operational management support to team members and ensure appropriate clinical supervision is supported for all staff within the team
Team Performance	<ul style="list-style-type: none"> • Monitor and manage service and individual performance targets aligned to organisational objectives and contracts. • Contribute to the development of annual service budgets aligned to organisational requirements. • Effectively monitor and manage financial performance within the operating budgets set reporting variances and remediation plans monthly if required.
Practice Excellence	<ul style="list-style-type: none"> • Together with the Allied Health & Chronic Disease Leadership team develop and deliver evidence based multi-disciplinary team-based care that is responsive to local community need and is aligned to the organisational service model. • Support and seek consumer and employee feedback, community engagement and impact measurement to ensure continuous improvement and strive for excellence.
Commitment to Access	<ul style="list-style-type: none"> • Work collaboratively with Service Access to ensure clients accessing Allied Health Services can do so quickly and efficiently. • Support demand management and prioritisation of access whilst balancing capped target achievements and uncapped consumer directed care market opportunities. • Ensure appointment book management and scheduling is planned, monitored and managed to enable visibility across available appointment slots.
Collaboration & Innovation	<ul style="list-style-type: none"> • Work collaboratively with other leaders and teams to identify and implement opportunities for innovation and integration of services to achieve better outcomes

Key Accountabilities	
Focus Area	Responsibilities
	<ul style="list-style-type: none"> Build and develop partnerships across the geography
Risk Quality & Safety	<ul style="list-style-type: none"> Ensure organisational risk, quality and safety systems are implemented across the team Monitor compliance with regulatory, contractual and organisational requirements; including contribution to preparation for accreditation activities. Actively contributes to the development, review and implementation of policies and procedures to support compliance in providing quality work Ensure effective clinical risk management is implemented and monitored across the team. Contribute to the development and delivery of the Allied Health & Chronic Disease Quality Improvement Plan. Ensure incidents and feedback are proactively managed in accordance with policy and procedure, adopting a just culture approach.
<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	
Screening Requirements	<div> <input type="checkbox"/> Police Check <input type="checkbox"/> International Police Check (if lived overseas in last 10 years) </div> <div> <input type="checkbox"/> Working with Children Check <input type="checkbox"/> NDIS Worker Screening </div> <div> <input type="checkbox"/> Australian Driver's License </div>
Qualifications	<ul style="list-style-type: none"> Tertiary qualification in Allied Health or Nursing with a minimum of 5 year's experience in the field
Experience	<ul style="list-style-type: none"> Minimum of 2 years of experience as a manager, team leader or senior clinician Experience working across multiple funding streams including capped block funded and uncapped consumer directed care Experience working across Chronic Disease Care and/or multi-disciplinary team care

Selection Criteria	
Demonstrated Skills and Knowledge	<ul style="list-style-type: none"> • Strong people leadership capabilities • In-depth knowledge of contemporary best practice chronic disease care • Excellent communication and interpersonal skills • Demonstrable high level of accountability and a track record of performing against targets • Good financial literacy, with experience of developing budgets and effectively managing financial performance • Demonstrable skills in leading improvement initiatives and change within a complex operating environment.
<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	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /