|  |  |  |  |
| --- | --- | --- | --- |
| **OVERVIEW** | | | |
| **JOB TITLE:** | **Clinical Director** | **JOB CODE:** | **TBD** |
| **DEPARTMENT** | **Transdisciplinary** | **REPORTS TO:**  **(Or their**  **delegate from time to time)** | **Director** |
| **CATEGORY** | **General** | **Role** | **Full time** |

|  |  |
| --- | --- |
| **Primary purpose of the position:** | |
| 1. Ensure Crescent Respite is a NDIS provider of choice with a secure future through growth and sustainability of services 2. Ensure Crescent Respite is an employer of choice 3. Ensure Crescent Respite proactively manages financial and operational risk through effective governance 4. Ensure Crescent Respite builds its identity and strengthens its profile and communication with the clients, parents, guardians, partners, stakeholders and the wider community 5. Crescent Respite maintains NDIS provider registration 6. Ensure Crescent Respite engages with the community to remain abreast of community sector issues 7. Ensure Crescent Respite actively seeks opportunities to expand service delivery within the agreed strategic direction 8. Ensure Crescent Respite collaborates with relevant agencies to engage in research and development of services 9. Be fully responsible for the day to day management of the Crescent Respite business and operations(without limitation, except for such matters which are non-delegable by the board) | |
| **Specific accountabilities** | **Performance measure** |
| 1. Lead strategic planning and business opportunities, risk management, program operations, consumer demand and continuous quality improvement and compliance with the NDIS practice standards. 2. Lead the development, implementation, monitoring and reporting of work plans to achieve positive service outcomes, strategic directions, and operational requirements, and take corrective action where necessary. 3. Lead the engagement of support workers to ensure delivery of high-quality services and supports. 4. Create a culture and systems that support learning and on the job training. 5. Maximize participant outcomes in a manner consistent with NDIS policy, practice standards and participant plans. 6. Work with Participants, service providers, NDIS and the community to understand their local priorities and collaboratively develop responses as appropriate. 7. Ensure a robust system of care services governance, including disability support, incident reporting, risk management and consumer feedback and engagement. 8. Ensure service delivery is compliant with care service governance requirements, risk management policies and business sustainability. 9. Ensure accurate reporting against responsibilities, and ensure achievement of organizational budget, data requirements and service agreements. 10. Ensure compliance with all relevant legislation, regulations, standards, and policies. 11. Lead continuous process improvement of operational systems, procedures and policies, information flow and organizational planning. 12. Lead and manage key program area functions to ensure effective use of resources, cross-program collaboration to benefit consumer experience and outcomes, and staff support, engagement, and development. 13. Commitment to the use of evidence, consumer-focused care and the principles of co-design. 14. Effectively communicate with and educate internal and external stakeholders in a way that demonstrates a clear understanding of care services issues and inspires commitment from others to achieve the organization strategic objectives | 1. Financial Performance  2. Feedback and Complaints Data (client and  worker)  3. Incident Management Data  4. Internal and External Audits |

**Why Join Us**

Instead of trying to bore you with the cliché of why we are different, I rather share with you what we have in store for the future so you can become part of the growth and expansion. Currently at Crescent respite we are attempting to revolutionise the respite services with the addition of therapeutic touch.

As the process of creating a new brand name is difficult and building an extraordinary respite that will create change, inspire many and empower people with disability, we need a strong team. This team is all about creativity, innovation, positive attitude, clinical and technical expertise and knowledge in the world of recovery and rehabilitation. Our aim is to find the right person that wants to be part of something bigger than all of us, something that is if done right will change the way respite and NDIS is looked at and most importantly will become the trend for how Respite facilities should be run.

**Core Principles**

* **Innovation-**By constantly growing and evolving
* **Leadership-**By delivering high standards within our work and within our team
* **Authenticity-**by showing we genuinely care & through developing open & honest relationships
* **Humility-**Through being approachable, compassionate & accountable
* **Respect-**by embracing diversity & choice
* **Resilience-**Through flexibility, courage & adaptability

**Vision**

To spark a new beginning and become the leading organisation in Therapeutic Respite and Independent living for people with disability through innovation and Creativity.

**Mission**

To become the National leaders in equipping people with disability with tools to Recover, Rejuvenate, Recalibrate and Rediscover themselves.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ROLE/Expectation**

The Clinical Director provides leadership to Clinical staff, supports the delivery of the organisation’s strategic and business plans, drives the development, implementation and adoption of clinical governance systems and processes and has oversight of Allied Health Professional provision and training.

**The key duties of the Clinical Director are:**

**Leadership**

* Provide clinical leadership.
* Lead quality of care and services.
* Assist with recruitment of Clinical staff.
* Oversee the induction and orientation program for Clinical staff and trainees.
* Ensure adequate Clinical staffing levels to meet operational requirements.
* Conduct annual Clinical staff performance evaluation, including identification of training and development needs.
* Provide career and professional development advice to the Senior Manager/Management team.
* Liaise with the Chief Executive to develop and deliver multidisciplinary Practice and vision.
* Represent Phoenix Hub at external forums, Marketing and Public Relations scheme, as required.
* Active participation in a range of organisational committees.
* Report to the Board and Board subcommittees as required.

**Teaching**

* Enable the delivery of Multidisciplinary teaching and supervision to Allied health professionals working at Phoenix Hub.
* Ensure orientation, timetabling, teaching and supervision for all Clinical Staff and general practice registrar placements at Phoenix Hub.
* Facilitate the delivery of continuing professional education programs for Clinical staff working at Phoenix Hub.

**Clinical Governance**

* Ensure effective quality and clinical governance policies and processes are in place.
* Promote a culture of continuous improvement and learning from clinical incidents and clinical audits ensuring lessons learned are disseminated.
* Ensure complaints are managed in an appropriate and timely manner
* Contribute to improving health services both at Phoenix Hub and in the provision of primary health care in the community.
* Ensure regular Clinical team meetings; communicate relevant outcomes from all other organisational meetings.
* Accountable for the Clinical and clinical governance components of practice accreditation and NDIS standards.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Person Specification**

**Essential**:

* Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Specialist Registered Nurse or Allied Health Practitioner;
* Fellowship of the relevant professional bodies;
* Experience in an organisation or system-level clinical governance.
* Demonstrate knowledge and experience in all aspects of NDIS.
* Demonstrate leadership skills and experience within NDIS Behaviour Support Plan, role of Practitioner and multidisciplinary teams.
* Demonstrate skills in working with Participants and carers.
* Demonstrate aptitude for and experience in service development.
* Ability to think proactively and strategically to anticipate service needs outside the confines of the Senior Practitioner Role.
* Knowledge of the Disability Act (2016) (or demonstrated commitment to acquire such knowledge quickly).
* Demonstrated skills in teaching at under and postgraduate levels (including multidisciplinary education and teaching).
* Demonstrated commitment to research activities.

**Desirable**:

* A postgraduate qualification in a relevant field (clinical leadership and governance, teaching and training)
* Experience in program evaluation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**KEY SELECTION CRITERIA**

**Professionalism**

* Demonstrates a high-level commitment to ethical practice;
* Demonstrates a thorough knowledge of medico-legal issues associated with clinical care in disability sectors;
* Demonstrates ability to effectively manage matters of patient safety and quality of care.
* Has evidence of strong networks in the NDIS community and Key parties representing the NDIS and legislations

**Clinical Expertise**

* Evidence of maintenance of clinical knowledge, skills and attributes appropriate to general practice;
* Deliver a minimum of 2 clinical sessions per week;
* Currency of clinical practice;
* Demonstrates a personal commitment to the provision of compassionate patient-centred care;
* Demonstrates commitment to quality and safety.

**Teacher**

* Demonstrates ability to contribute to the development, dissemination, application, and translation of new Clinical knowledge and practice.
* Commitment to oversight of the delivery of Management team, Clinical Practices, teachings delivered and training to Clinical Staffs.
* Supports and promotes clinical research and evidence-based interventions and practice Leadership
* Demonstrates clinical Leadership with proven ability to exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation.
* A record of effective leadership.
* Well-developed in written and oral communication skills
* Demonstrated ability to work effectively with interdisciplinary teams

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PERFORMANCE EVALUATION**

* Performance reviews will be 6monthly with the Chief Executive.
* KPI outcomes will be evaluated, new objectives will be established, professional development objectives will be agreed and an open and supportive dialogue conducted to assist both parties.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WHAT THIS ROLE OFFERS YOU:**

* Permanent Full-Time position (80hrs per fortnight)
* Employer superannuation contribution (up to 12.75%),
* Annual leave loading (17.5%)
* Professional development allowance and 3.6 weeks professional development leave per annum
* Professional indemnity cover
* Plus, overtime and on-call allowances.

**What can I expect at Crescent Respite?**

* Excellent base salaries
* Flexible working arrangements: shift work, part-time work and flexible hours are all possible
* Ability to purchase additional leave
* Passionate, vibrant culture where you are part of the journey
* Employee reward and recognition program recognising employees every month culminating in an annual awards ceremony
* Fitness passport providing you access to gyms
* Strong commitment to learning and development: our greatest asset is our staff
* Career progression tailored to your goals: we are a large organisation with diverse opportunities
* Your voice makes a difference: your feedback is not only heard but acted on
* Employee Assistance Program: confidential and independent counselling for employees and their families
* Employee Referral Program – employees are rewarded for referring a successful candidate for a role.

**Benefits:**

* Above award wage, plus travel and bonuses
* Flexible working hours
* The ability to foster your areas of interest
* Variety of clients - ages and disorders
* The latest therapy resources - iPhone, iPad, assessment tools and online resources
* Internal Professional Development Program and weekly supervision
* Budget for external PD
* Regular team social events
* Administrative support
* Relocation bonus can be provided