

Position Description

General Manager Clinical Department

Crescent Respite

JOB TITLE:	Occupational Therapist (Community based)
SALARY & BENEFITS	<p>\$130,000 per/year + superannuation Company car provided</p> <p>Budget for and leave entitlements for</p> <ul style="list-style-type: none"> • Professional development and training • Resources • Funded external clinical supervision • Professional indemnity and public liability insurance coverage provided • Leave entitlements • Training in Positive Behaviour Support (PBS) if desired <p>Required tech including laptop and phone</p>
JOB DESCRIPTION:	<p>The primary objectives of the General Manager, Disability Services position are to:</p> <ol style="list-style-type: none"> 1. Provide leadership, strategic and operational management of Crescent Respite. Ensure that all services are person-centred, and CRESCENT RESPITE implements these positively to ensure success in the NDIS (National Disability Insurance Scheme). 2. Develop new business opportunities, social enterprises, partnerships and relationships to continue the growth of services. 3. Contribute to leadership and strategy across CRESCENT RESPITE, as a member of the Senior Leadership Team. 4. Ensure that Disability Services maintains registration and best practice for our clients as well as being financially sustainable. 5. 5. Develop and implement positive change management processes when required in order to meet long term financial sustainability.
TYPE OF EMPLOYMENT:	<i>Full time</i>
REPORT TO:	Director
LOCATION:	<i>Hybrid Mobile – Western suburbs of Melbourne and Geelong</i>

<p>MAIN DUTIES / RESPONSIBILITIES :</p>	<p>The occupational therapist will provide a range of supports and services to enable effective participation (of the NDIS Participants) in the occupations of everyday life, including:</p> <ul style="list-style-type: none"> • Assessment of individuals in shared living and community-based environments. • Promote and enhance individuals' independence and community living skills. • Provide occupational therapy recommendations for individuals with disabilities. • Complete functional capacity reports. • Identify priority occupational therapy goals and create and implement therapeutic interventions in line with goals. • Assess and recommend assistive technology/environmental modifications. • Collaborate within multidisciplinary teams in working with complex presentations in achieving client-centred outcomes. • Provide guidance, direction, and training to junior staff (including support workers) and other allied health professionals.
<p>RELATIONSHIPS</p>	<ul style="list-style-type: none"> • In order to ensure best practice and quality service delivery is provided within the allocated funding this position must have well-developed networks and relationships within the sector as well as internally. • These may include: <ul style="list-style-type: none"> • CEO and General Managers of CRESCENT RESPITE • Senior Managers from other disability service providers (government and non-government) • Generic service providers • Families/Carers • Local community contacts • Local MPs • Potential corporate supports • Local councils • Funding sources • Steering committees • Representative Organisations • Health Professionals • Peak bodies • Sector forums

JOB REQUIREMENTS	Key Result Area
	<p>Service Delivery Key Tasks</p> <ol style="list-style-type: none"> 1. Plan, implement and evaluate services and service user engagement strategies ensuring that services are of a high quality and service user choice, control and flexibility is maximised 2. Ensure all services comply with relevant legislative and regulatory requirements and CRESCENT RESPITE policy 3. Ensure that policies and procedures are developed, implemented and reviewed and that staff, service users and volunteers understand and are involved in these processes 4. Implement and manage information systems to record, analyse and report service information internally and to funders. 5. Consistent with CRESCENT RESPITE quality management system ensure that a culture of continuous improvement is actively supported and accreditation is maintained. 6. Responsible for reporting the use of restrictive practices in accordance with NDIS Restrictive Practices and Support rules, VIC Restrictive Practices Authorisation policy and policy and guidelines issued by VIC Family and Community Services. 7. Operational responsibility for reviewing and ensuring effective response to incidents and complaints <p>Business Development Key Tasks</p> <ol style="list-style-type: none"> 1. Lead and support the OT and clinical department to develop effective clinical/educational enterprise concepts through to implementation 2. Monitor economic, political and social trends and research best practice to identify potential business development opportunities. 3. Demonstrate an entrepreneurial and innovative approach to the role by researching and implementing innovative methods to grow and develop our services to ensure CRESCENT RESPITE is the preferred service by clients and their families. 4. In conjunction with the business development research and develop growth opportunities in line with our Strategic Plan and in consultation with Director <p>Stakeholder Management Key tasks</p> <ol style="list-style-type: none"> 1. In conjunction with the business development manager build effective relationships and partnerships with a range of key stakeholders 2. Develop and maintain collaborative approaches with service provision and effective cross program support for people with a disability. 3. Ensure that team members establish and maintain networks with carers, other agencies and service providers and stakeholders within the community to facilitate service provision. 4. Ensure effective cross unit collaboration with all other service areas of CRESCENT RESPITE, encouraging increased CRESCENT RESPITE staff knowledge of Disabilities and ensuring that clients and carers are educated about what other services CRESCENT RESPITE offers.

Financial Management Key tasks

1. In consultation with the Director, develop and manage annual disabilities budget and other financial resources to reflect CRESCENT RESPITE mission, vision and values and the Strategic Plan
2. Regularly review budget ensuring that necessary changes are recommended, and accountability is fostered
3. Apply best practice initiatives and service design measures to ensure that CRESCENT RESPITE remains competitive.

People Management Key Tasks

1. Mentor and lead the clinical team to effectively manage staff and clients in accordance to best practice.
2. Create an organisational culture that is positive, effective and supportive for clinical staff and service users.
3. Ensure that Disability Services work collaboratively with other program areas of CRESCENT RESPITE
4. Create and maintain a workplace culture which attracts and retains skilled and experienced staff
5. Manage industry and workplace change through a range of supportive and constructive strategies
6. Ensure that the workplace is harassment and discrimination free for clinical staff.
7. Provide supervision, support and performance monitoring to clinical staff to facilitate the achievement of individual and organisational objectives.
8. Implement and manage OHS policies and practices to ensure equitable and inclusive practices.
9. Ensure a professional and ethical approach is practiced by the Clinical Team
10. Work constructively with HR to ensure the Clinical Team works effectively and is accountable for their work and actions including adherence to company policy and procedures.
11. Be a professional role model to all staff demonstrating positive leadership qualities

Adherence to Company, NDIS and Funding Body Policies and Procedures Performance Indicators

1. Adhere to and demonstrate commitment to company HR policies and procedures as varied or created by CRESCENT RESPITE from time to time.
2. Adhere to and demonstrate commitment to company OHS policies risk management framework and safe working practices as varied or created by CRESCENT RESPITE from time to time.
3. Adhere to working conditions as indicated in employment contract.
4. Demonstrate adherence and commitment to meeting all key result areas of position description.
5. Adhere to all relevant employment legislation as contained in state and federal legislation inclusive of OHS Act and its regulations.
6. Ensure all activities comply with CRESCENT RESPITE & funding bodies' policy and relevant legislative and regulatory requirements ensuring no nonconformance reports.
7. Role Model CRESCENT RESPITE's Code of Conduct as well as demonstrating commitment to the Mission Vision and Values of CRESCENT RESPITE
8. Adhere to NDIS Code of Conduct, NDIS Quality and Safeguarding framework and NDIS Practice Standards including completion of the NDIS Induction Module
9. Participate in ongoing professional development and training to keep abreast of industry requirements.

OUR PURPOSE

Crescent respite is your home away from home. Unfortunately, there have been shortages of services that are well catered, person-centred, and evidence-based throughout the years that will provide the necessary services for the participant and what they desire and need.

With 40 comfortable rooms with on-suites, state of art facilities, including a library, sensory garden, full-access kitchen, art rooms and spaces for relaxation, you can unwind and refresh yourself in the way that best fits you.

We have decided on a year and a lot of expenses to make sure we bridge the gap and create a holistic approach for all participants. We approach not from a multidisciplinary approach but rather a transdisciplinary approach. This means that every client we are working with will get the whole team working with them. In other words, they will receive BT, OT and Speech all toward one client.

Hence why we developed the crescent facility. It is meant to create a new beginning for every individual coming on board. Its sole purpose is to recover, rejuvenate and recalibrate every individual coming to us. It is our equivalent to 5-star treatment and resorts to individuals who need a break away from reality, want a chance to get better, want to gain top-notch allied health services and state of an art set. Each individual will gain independent living skills, a treatment plan, Allied health service, a plan and much more that is dedicated to them and facilitated for them. Once delivered this plan becomes their won and they can leave the facility with all the strategy, intervention, techniques and skills that will allow them to flourish outside the facility.

Core Principles

- 1. Innovation**
 - a. By constantly growing and evolving
- 2. Leadership**
 - a. By delivering high standards within our work and within our team
- 3. Authenticity**
 - a. by showing we genuinely care & through developing open & honest relationships
- 4. Humility**
 - a. Through being approachable, compassionate & accountable
- 5. Respect**
 - a. by embracing diversity & choice
- 6. Resilience**
 - a. 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 leader in equipping people with disability with tools to Recover, Rejuvenate, Re-calibrate and Rediscover themselves.

<p>QUALIFICATIONS/ REQUIREMENTS:</p>	<ul style="list-style-type: none"> • Bachelor of Applied Science (Occupational Therapy) or Bachelor/Master of Occupational Therapy • Current AHPRA Registration • A current “Working with Children Check” and “criminal history Check” prior to a letter of offer being made. • NDIS worker screener check • Current driver’s licence
<p>EXPERIENCE:</p>	<ul style="list-style-type: none"> • Experience and knowledge of working effectively and safely with people living with disability and mental health issues. • Experience working effectively in multidisciplinary teams • Leadership and senior management experience, including staff, financial and change management and effective resource management. • Extensive experience in the provision of person-centred disability services and high-level knowledge and understanding of the NDIS quality framework required in Disabilities. • Completion of NDIS Worker Orientation Module ‘Quality, Safety and You’. • Demonstrated business development track record and entrepreneurial skills • Demonstrated high-level external relations and networking skills • Demonstrated high-level written and verbal and interpersonal communication skills. • Demonstrated superior skills in mediation and negotiation, collaboration and consultation. • Preferably: <ul style="list-style-type: none"> • 2+ years experience in a similar role. • experience working within the NDIS framework. • experience supervising placement students.
<p>SKILLS:</p>	<ul style="list-style-type: none"> • Select and oversee evidence-based interventions • Commitment to client-centred and holistic approaches • Effectively document the occupational therapy process in compliance with regulations • Creating a safe, effective environment • Promoting health (mental health) and maintenance • Listening, analysing information, collaboration And focusing on quality • Effective verbal and written communication • Knowledge in the therapeutic use of occupations and activities, including the therapeutic use of self (including one’s personality, insights, perceptions, and judgments, as part of the therapeutic process); • Skill development in self-care, self-management, home management, and community/work/school reintegration; • Education and support of individuals, including family members, caregivers, and others, through collaborative and consultative partnerships and family-centred approaches;