



POSITION DESCRIPTION	
Part 1 - Expectations	Leadership – No direct reports
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

## About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,500 paid employees and over 200 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>

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## Leadership Expectations

The Leadership position is an integral member of the Leadership team who works with their Directorate, the EACH Executive Team and other key stakeholders to deliver the Vision and Strategic objectives of EACH.

A key focus of these positions is to work collaboratively with other Directorates to collectively understand the future developing needs of the business and ensure their Directorate can effectively support the broader business functions and operations. They are responsible for ensuring their area of responsibility is meeting KPI's, is financially sustainable and is operating effectively, in line with EACH's values.

It is expected that all leaders consistently demonstrate strong leadership capability, model EACH's values and behaviours and ensures EACH's culture is inclusive, safe, and engaging.

### Leadership Responsibilities

An EACH Leader is responsible for:

- Supporting the delivery of the EACH Strategic Plan - relevant to EACH and their allocated area of responsibility.
- Contributing to EACH's financial sustainability plan and decisions.
- Modelling and supporting continuous improvement, learning and development.
- Promoting staff health, safety and wellbeing within the Directorate to ensure high standards of health, safety, and wellbeing of all employees.
- Maintaining and contributing to a safe and inclusive organisation where our people are proud to work, feel safe and empowered.
- Ensuring sound operations through effective leadership and management.
- Working within a framework of effective and sensible controls to ensure key risks are assessed and managed.
- Fostering a climate of innovation, strategic thinking, collaboration and continuous improvement
- Fostering a sense of common purpose and connecting people to the organisation and its vision.
- Ensuring systems and processes relevant to their area support the broader EACH business and key stakeholders.
- Ensuring compliance across the Directorate with regards to legislations, mandatory compliance, funding requirements and EACH's policies.
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.



## **Quality:**

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

## **Safety & Wellbeing:**

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As a Manager you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.

## **EACH Child Safe Commitment Statement:**

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

## **Key Selection Criteria**

### Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Strong leadership capability that aligns to EACH's value and behaviours including a demonstrated track record in modelling and reinforcing organisational values and behaviours.



- Demonstrated ability to drive a safe and inclusive culture ensuring that social, psychological, cultural, and physical safety and wellbeing is a priority.
- Demonstrated success in bringing people and teams together to encourage connections, collaborations, and partnerships.
- Demonstrated ability to deliver on and take responsibility for strategic objectives and measure progress and impact.
- Confidence engaging and briefing relevant stakeholders as required.

#### Desirable Experience, Knowledge, and Qualifications

- Demonstrated experience at a Leadership Level in related area of expertise.
- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a leadership Team and in demonstrating strong leadership behaviours.
- Appreciation and understanding of the Not-For-Profit sector and Health services preferred.

#### Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all leadership roles)

#### Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.
- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives.

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- Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



## Part 2 - Addendum (Occupational Therapist)

This document explains the work of the Occupational Therapist and the outputs they will need to deliver.

<b>Position:</b>	<b>Occupational Therapist</b>
<b>Directorate / Service / Program:</b>	<b>Primary Care</b>
<b>Industrial Instrument Name:</b>	<b>Allied Health Professionals Enterprise Agreement 2021-2022</b>
<b>Instrument Classification:</b>	<b>HUSA3 – Grade 3</b>
<b>Reports to:</b>	<b>Team Leader – Occupational Therapy</b>
<b>Effective Date:</b>	<b>January 2024</b>

### Key Deliverables

- Provide clinical leadership, supervision, professional support and clinical direction for clinicians and support staff where required (AHA, admin assistants) to ensure safe and effective service provision to the target population.
- Support clinical supervision and undertake any teaching requirements necessary for student placements.
- Review and update EACH clinical practice guidelines and standards as appropriate, with reference to best practice standards and clinical governance.
- Integrate evidence-based practice into clinical practice.
- Provide secondary consultation and clinical support to clinicians as required for more complex treatment provisions.
- Participate in performance reviews for clinicians, including the identification and implementation of staff development needs in consultation with the program manager and team leader to ensure alignment with EACH values, policies and performance targets.
- Actively participate and contribute to the organisation's clinical governance framework, including assisting with assessing credentials and scope of practice of clinicians, undertaking clinical audits and clinical risk management processes and continuously monitoring and contributing to the program's continuous improvement plan.
- Assist in the recruitment process of clinical staff.
- Manage own varied caseload with limited supervision and assist with overseeing the caseload allocation of others.
- Maintain minimum 60% billable hours (pro rata)
- Participation in relevant clinical leadership forums to enhance program performance.
- Role model professionalism in all areas of clinical and non-clinical work at all times.
- Adhere to the protocols set for the team and lead by example in all areas of clinical and professional practice that meets the team and organisation's needs.



- Promote good interpersonal relationships within and outside the discipline area, consistent with EACH values and service principles at all times.

## **Skills and Qualifications**

- Tertiary qualification in Occupational Therapy
- Post graduate study in Occupational Therapy (desirable, not essential)
- Current AHPRA Registration
- Certificate in Level 2 First Aid
- A cleared National Police Check, Employee Working with Children Check (or State equivalent) and NDIS screening check
- Current state-based driver's license
- A high level of clinical expertise and experience (providing services to clients with complex presentations based in community settings highly regarded).
- Clinical leadership experience, with thorough knowledge of clinical governance practices.
- Experience in the provision of supervision to occupational therapists and students.
- Demonstrated capacity to work effectively with people from diverse backgrounds including culturally and linguistically diverse backgrounds.
- Highly developed skills in a wide range of community based occupational therapy clinical assessment, treatment, and intervention.
- Demonstrated commitment to quality improvement initiatives.
- Demonstrated commitment to professional development and quality improvement of self and others.
- Capacity to lead service development and quality improvement initiatives.
- Highly developed communication skills demonstrated with a range of stakeholders.
- Strong interpersonal skills to contribute to a harmonious team and advocate of the service.
- Ability to utilise negotiation, conflict resolution and creative problem-solving techniques in service delivery.
- Culturally aware and values social inclusiveness as a strength and positively utilises diversity.
- Demonstrated ability to work with others to achieve common goals and disseminate information.
- Ability to lead, mentor, support and motivate a team of clinicians with the necessary clinical and operational supervision, training, and guidance to ensure quality community based occupational therapy services.
- Demonstrated ability to ensure services are customer focussed, of high quality, and comply with quality and compliance standards.
- Well-developed computer skills.
- Ability to meet all Key Deliverables with minimal support.

## **Physical Requirements:**

- Able to sit at a computer for 6 – 8 hours per day.

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- Able to walk up stairs.
- Ability to drive between EACH locations and to community locations.
- Ability to adjust and carry equipment in/out of cars, in the community (assistive technology such as shower stools, wheelchairs, day chairs).