



# St Anthony's Family Care

## Position Description

### Manager Disability Services

#### Nature of Organisation

St Anthony's Family Care (SAFC) is an incorporated apostolic work of the Sisters of St Joseph. All services are provided in the spirit of Mary Mackillop and the Josephite tradition. SAFC has a commitment to:

- equal employment opportunities;
- maintenance of Workplace Health & Safety standards;
- ethical work practices; and
- protection of children in our care.

<b>Responsible to:</b>	CEO
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Hours:</b>	Full-time (76 hours per fortnight)
<b>Qualifications:</b>	Relevant tertiary qualification
<b>Location:</b>	Based at Head Office in Croydon but may be required to travel to other locations
<b>Direct reports:</b>	Senior Disability Support Coordinator Disability Support Coordinators (x3)
<b>Indirect reports:</b>	Disability Support workers (approximately 35- 40)
<b>Other Requirements:</b>	Clear Working with Children Check

#### Overview

1. To manage and lead the Disability Services Department under the National Disability Insurance Scheme (NDIS) including management of any new and emerging issues associated with the scheme.
2. To comply with all requirements under the NDIS Quality and Safeguards commission.
3. To ensure the services delivered to children and young people with disabilities represent quality, an understanding of individual needs and are consistent with operational and funding guidelines.
4. To develop networks with all stakeholders including the funding body, disability services and community groups.
5. To actively promote St Anthony's Disability Services.

## Essential Requirements

- Relevant tertiary qualifications in psychology, education, habilitation or similar;
- Minimum 5 years' experience in a management role in the disability sector;
- Extensive knowledge of the NDIS, Practice Standards and Quality Indicators and Restrictive practices;
- Experience in working with the Office of the Children's Guardian and complying with relevant standards and requirements;
- Demonstrated experience in managing and leading a team;
- Experience in working with major stakeholders including families, government bodies and peak agencies;
- Financial literacy and the ability to interpret financial reports and identify/ resolve financial issues;
- Strong IT skills including CRMs and Microsoft office suite;
- Excellent written and verbal communication skills;
- An ability to prioritise tasks and meet deadlines;
- Strong networking skills and establish connections in the sector;
- A flexible and adaptable work style;
- Experience in policy development;
- Drivers licence.

## Disability Services Responsibilities

1. Oversee day to day operations of the Disability Services Department, including the supervision, support and development of the Disability Services Team.
2. Oversee recruitment, on boarding and supervision of all new employees.
3. Develop positive and productive working relationships with relevant government departments/agencies including NDIA and the Office of the Children's Guardian.
4. Develop, monitor, implement and review an ongoing service model which is responsive, cost effective and which meets the needs of existing families, the changing environment of the disability sector and capitalises on changing demands /trends of the market.
5. Prepare budgets for the Disability services in line with the organisation's annual budget preparation process and take responsibility for the financial management of the service and ensure services operate within budget.
6. Work closely with the Business Services Manager to monitor the financial performance of the department and ensure timely corrective action is taken when required.
7. Identify funding shortfalls for the department and complete funding submissions, tenders and grant applications as required.
8. Ensure all compliance requirements are met, including those required by the NDIS Quality and Safeguarding Framework and VOOHC.
9. Respond appropriately to all complaints and feedback in line with organisational policies and procedures and the Continuous Improvement framework.
10. Oversee the management of assets of the Department including facilities and vehicles.
11. Review and modify existing policies and procedures, and develop new policies and procedures as required.
12. Develop and maintain a *Continuous Improvement Plan* and ensures that the service works towards meeting quality standards.
13. Develop and implement strategies to ensure the service is operating in line with budget client numbers and generating required income levels.
14. Ensure the service achieve outcomes as stated in the business plans and within the required timeframes.
15. Ensure the service collects data and report on RBA goals on an annual basis.
16. Review RBA goals on a regular basis to ensure that the goals and strategies remain relevant and report on the key deliverables.

17. Provide ongoing support and assistance to the CEO with regards to the proposed site development project at SAFC.

### **Organisational Responsibilities**

- Participate in management meetings as required.
- Work in collaboration with other members of the management team to address organisational issues.
- Take on responsibility for broader organisational issues as required.
- Develop and comply with organisational policies and procedures.
- Contribute towards the development and implementation of the Strategic plan and annual Business plan.
- Contribute to and support the implementation of the continuous improvement process.
- Promote open communication between management, other services and staff.
- Build effective networks with relevant community organisations and government.
- maintain up to date knowledge on sector issues.
- Demonstrate strong leadership skills and the ability to contribute effectively to a team environment.
- Liaise with the members of the Board and Sisters of St Joseph as required.
- Provide ongoing support and assistance to the management team in all areas of business operations and any other areas as the need arises.

### **Work Health & Safety**

- Ensure policies and procedures are implemented as per the Work Health & Safety Injury Management System.
- Investigate workplace hazards and ensure corrective actions are implemented.
- Ensure areas of responsibility comply with WHS legislation and injury management policies and procedures.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Report and document any injury, hazard or illness immediately, where practical, to their supervisor in line with SAFC policies.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

### **Risk Management**

All Managers and coordinators at St Anthony's Family Care are responsible for ensuring:

- The creation of a culture of risk awareness amongst staff and volunteers;
- That St Anthony's Risk Management System is understood;
- That St Anthony's Risk Management System intent and processes are embedded in to the culture of their operations

### **Any other duties specified by the CEO**

St Anthony's Family Care may vary this Position Description, after consulting with you, in response to the changing needs of the organisation

I understand and accept the duties and responsibilities of this job description.

**Employee**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_