
Position Description

Aged Care Team Leader

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability and who are frail, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and who are frail, and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

Mission

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

THE OPERATIONS DEPARTMENT

The Operations Department provides direct services to ADEC participants, their carers and families who require home care and community assistance through the Aged Care program, and NDIS and disability services under the NDIS Support program.

Aged Care Unit

The Aged Care Unit supports older people (over the age of 65 years) with Home Care Packages to live independently in their own homes for as long as they can, and supports participants' families and carers to access information about aged care services.

The Aged Care Unit also delivers community supports and services under the Commonwealth Home Support Program (CHSP) to ADEC clients over the age of 65 who do not have a Home Care Package but who are eligible to receive CHSP services.

Position

ROLE

The role of the Aged Care Team Leader is to oversee all activities of the Aged Care Unit Case Managers.

DUTIES

Assign caseloads and delegate work to Aged Care Case Managers, oversee their progress towards goals and coach them as necessary.

The Team Leader will maintain their own appropriate caseload of clients.

Oversee the on-boarding of Aged Care clients to the program.

Oversee support planning of all Aged Care clients to ensure that supports are delivered as required.

Create a healthy and productive team working environment.

Conduct regular Aged Care Unit team meetings and keep appropriate records.

Ensure that Case Managers:

- Follow policies and standards and adhere to relevant compliance requirements.
- Maintain accurate work files and case notes.

Complete staff appraisals and performance reviews as required under ADEC procedures.

Data input as required on Care Manager.

ACTION on DISABILITY within ETHNIC COMMUNITIES INC.
PD – Aged Care Team Leader

Update and advise the Aged Care Unit Coordinator on the work and the progress of the program.
Other tasks and duties as directed by the Aged Care Unit Coordinator.

RESPONSIBILITIES

Adhere to appropriate policies, systems and procedures set by ADEC and by regulating authorities.

Ensure ADEC Aged Care clients' support requirements and subsequent support planning are conducted at the highest quality level and maintained on an ongoing and regular basis.

Ensure best practice to optimise the safety and wellbeing of Clients receiving services from ADEC.

Gather feedback from Aged Care clients regarding the delivery and standard of services provided by Aged Care Case Managers.

Support the Aged Care Unit Coordinator to meet relevant Quality Improvement and compliance requirements.

Contribute to the development of ADEC's Aged Care program.

KEY PERFORMANCE INDICATORS

The Aged Care Team Leader's performance will be measured against the following criteria:

- The quality and accuracy of client planning and support records.
- The progress and professional development of Aged Care Case Managers.
- Satisfaction of clients with service planning and support delivery, as gauged by client feedback.
- Contribution to ADEC policies, procedures and audit requirements.

KEY SELECTION CRITERIA

Essential

Certificate III in HACCC/Certificate IV in Aged Care, or equivalent.

Previous experience in the aged and disability field, in a comparable position.

Previous experience leading a team.

Highly developed verbal and written communication skills.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

A reliable car and full Comprehensive Insurance cover.

Ability to work without direct supervision, within guidelines and procedures.

Desirable

Current Level 2 First Aid and CPR Certificate.

Formal qualifications in social work, nursing, community services or related areas.

Excellent time management and task planning skills.

Previous experience of working with ethnic communities.

Second language.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 4. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.