



## POSITION DESCRIPTION

### TEAM LEADER, THERAPY SERVICES

<b>Level</b>	Professional Level 3
<b>Employment Type</b>	Full-time
<b>Reports to</b>	Senior Manager, Therapy Services
<b>Purpose of the Position</b> <p>The Therapy Services Team Leader works closely with the Therapy Services Senior Manager and broader Therapy Services leadership team, to provide professional leadership and organisational management across the Therapy Services program. This role entails managing a clinical caseload in addition to overseeing and coordinating the daily operations of the Therapy Services team to ensure the delivery of high-quality, contemporary, person-centred service delivery.</p>	
<b>Tasks and Responsibilities</b> <ul style="list-style-type: none"><li>• Working in a culturally diverse environment, provide contemporary, evidence-based clinical services, including assessment, individualised treatment planning and evaluation for clients presenting with a range of conditions and syndromes</li><li>• Provide strong leadership to the Therapy Services team, fostering a collaborative and positive work environment while actively monitoring and enhancing team performance through clear expectations and constructive feedback</li><li>• Support, guide, and mentor team members to attain clinical competency and deliver person-centred outcomes-based services and caseload management, ensuring the successful achievement of personal and team Key Performance Indicators (KPIs)</li><li>• Adopt a person-centred and strengths-based approach with all client and stakeholder interactions</li><li>• Oversee and manage intake of new clients, clinical triaging, goal setting, treatment planning, implementation, and discharge</li><li>• Use clinical knowledge and experience to assess, plan, implement and evaluate individual and group, outcome-based therapy within a multidisciplinary team and in partnership with the client and their representatives and other relevant stakeholders</li><li>• Regularly evaluate progress and outcomes, using relevant measures, and discuss outcomes with team members, NDIS participants, family, and key stakeholders.</li><li>• Prepare full, accurate and timely team KPI reports that assist in future planning and improvement strategies</li><li>• Oversee planning of Therapy Services workflow, service development and schedules (e.g. remote community trips, provision of therapy programs)</li><li>• Regularly evaluate progress and outcomes, using relevant measures, and discuss outcomes with team members, NDIS participants, family, and key stakeholders.</li><li>• Facilitate and provide training and skill development opportunities to Carpentaria support staff</li><li>• Lead and contribute to team and organisational meetings, including the provision of in-services and quality and service development activities</li><li>• Develop and maintain effective internal and external stakeholder communication and relationships, including building partnerships with local community groups and services across Darwin and Top End</li></ul>	
<b>Essential Criteria</b> <ul style="list-style-type: none"><li>• Undergraduate qualification in a relevant Allied Health discipline</li><li>• Current registration with appropriate professional body, if applicable (e.g. AHPRA, SPA)</li></ul>	

- Minimum 3 years of clinical experience, including experience working with clients with specialised or complex needs and disability
- Demonstrated management and/or leadership experience
- Knowledge and understanding of the National Disability Insurance Scheme (NDIS) and the NDIS Quality and Safeguards Commission
- Demonstrated clinical competency and experience in conducting assessments and writing high quality individualised assessment and program reports
- Well-developed interpersonal skills with a strong person-centred focus and ability to establish and maintain relationships with a range of stakeholders, including liaison, engagement and negotiation skills
- Well-developed judgement skills with the ability to apply critical thinking and problem-solving skills to make sound decisions
- High level of computer literacy and experience using Microsoft Office products as well as other databases
- Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, First Aid & CPR Certificate, Covid-19 Vaccinations and NT Driver's License

#### **Preferred Criteria**

- Post graduate qualification in a relevant Allied Health discipline
- Qualification in management and/or leadership
- Experience in Assistive Technology and working with complex cases
- Experience in mentoring and supervising staff and students
- Demonstrated cross-cultural experience and experience working with individuals from diverse backgrounds

#### **Values and Behaviours Required**

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.

Authorised by the CEO:



Date:

12/03/2024