



Position Description

Allied Health Team Leader

DEPARTMENT: Community Services
POSITION TITLE: Allied Health Team Leader

RESPONSIBLE TO: Director of Community Services

POSITION STATEMENT:

The Allied Health Team Leader will be responsible for the oversight and reporting of the multidisciplinary Allied Health team including Podiatry, Physiotherapy, Exercise Physiologist, Occupational Therapy and a team of Allied Health Assistants. The incumbent will take a leadership role for the Intake and Care Coordination meetings that supports the MTHCS integrated person centred care approach for community clients within the catchment. The manager will be responsible for innovative solutions to the delivery of Allied Health in a rural setting: delegated scope, partnerships with neighbouring health service and private allied health contractors.

Our Vision:

Leading our communities to excellence in integrated health and community services.

Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

Montessori

MTHCS has adopted Montessori as our culture of care. The implementation of the principles of Montessori and the prepared environment supports our mission, vision, values and behaviours facilitating the delivery of true person-centred care. Through knowing the person, Montessori focusses on strengths, interests, skills and abilities of aging people and those living with dementia. This enables people to be the best they can be, have a meaningful place in their community, high self-esteem and the opportunity to make choices and contributions to their community. I understand that whatever my position, I have a role in ensuring these outcomes for our patients, residents/clients are met.

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MTHCS Values



- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values (For further information on the Public sector values, please refer to page 5 of this document).

Mallee Track Health and Community Service is a smoke free workplace

KEY SELECTION CRITERIA:

Essential:

- AHPRA registered Allied Health Professional (Physiotherapist, Occupational Therapist, Podiatrist, Speech Therapist, Dietician)
- Minimum seven years' experience in public sector or Community Health
- Demonstrated ability to work independently and in a team environment
- Demonstrated ability in leading and managing teams and students/trainees in clinical, and administrative areas
- Proven interpersonal skills in the facilitation of effective team functioning, conflict identification and constructive resolution
- Excellent organisational and time management skills
- High level of emotional intelligence
- Current driver's licence
- Current Police Check

Desirable:

- Qualification in leadership or management
- Experience in managing multi discipline teams across various locations
- Demonstrated creative and active approach to management of change
- Experience in working in Rural Health services

KEY RESPONSIBILITIES:

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Organisational:

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.
- Undertake incident investigations and improvements to support staff wellbeing and continuous improvements of the services that are delivered

Professional:

- Managing resources of all programs including the workforce: staff rosters, time and attendance records, staff supervision and mentoring, staff appraisals, recruitment and selection.
- Ensure professional guidelines, NSQHS standards and funding reporting requirements are met for the Allied Health team.
- Ensure service specific assessments and care planning with people who attend programs is completed.
- Participation in the formulation of new procedures and review of existing procedures relating to responsible program areas.
- Provide reports on the programs in the portfolio.
- Hold a caseload for incumbent relevant discipline and complete necessary client documentation and maintain qualifications in that discipline.
- Develop and maintain stakeholder partnerships and participate in appropriate networks that relate to program areas – including private contractors, Primary Health Network, Loddon Mallee Allied Health Team.
- Identify, source, implement and acquit funding opportunities
- Develop innovative new ideas and/or programs to support community wellbeing and health outcomes
- Other duties as directed.
- Specific disciplines within the scope of this role:
 - Allied Health Assistants
 - Intake team - Allied Health Administration
 - Podiatry
 - Physiotherapy
 - Occupational Therapy
 - Speech Therapy
 - Exercise Physiologist
 - Social Work

Child Safe Organisation

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.

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- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

COMPULSORY TRAINING

As per the schedule

PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
(staff member)

Print Name: _____

Signed: _____ **Date:** ____/____/____
(supervisor)

Print Name: _____

cc: Personnel File

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Public Sector Values

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

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