

Position Description

Position:	House Supervisor - Supported Independent Living
Classification:	Full Time (<i>including administration hrs and direct care</i>)
Award:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010 or STAY Residential Services Agreement 2011 (Band 4)
Qualifications:	<p>A university tertiary qualification in Human Services or an Advanced Diploma in Community Services or equivalent qualification is desirable.</p> <p>Alternatively, a Certificate IV in Disability Studies or equivalent is essential.</p>
Probationary Period	Six Months
Hours & Days of Work:	As per roster. Sleepover shifts will be required.
Salary & Entitlements:	As negotiated
Reporting Structure:	Report directly to the Operations Manager
Primary function:	<p>To coordinate and administer systems and processes at Supported Independent Living (SIL) houses in Warrnambool</p> <p>To provide positive leadership to a team of disability support workers.</p>

Specific Duties:

1. Coordinate and administer Supported Independent Living (SIL) programs.
(Please note the role may be required to work across other program areas at Southern Stay as required.)
2. Responsible for ensuring that cooperative relationships are developed and maintained with participant's and their families and guardians as appropriate.
3. Ensure that person centered active support is provided in accordance with participant's individual needs and goals, Southern Stay Policies and Procedures and Legislation and industry guidelines e.g. NDIS Practice Standards, Child Safety Standards, NDIS Code of Conduct, Zero Tolerance etc.
4. Coordinate, administer and plan participants care and support in accordance with participant's needs and/or NDIS plan, Southern Stays Policies and Procedures and the NDIS guidelines. Ensure person centred plans and health / medication plans are reviewed regularly.
5. Ensure service provision is flexible and responsive to an individual's needs. Liaise with participants and/or carers as well as other service providers to ensure quality service provision for all participants.
6. Coordinate the implementation of individualised behavioural support plans
7. Coordinate and administer financial matters in relation to the program's budgets and participants funding
8. Ensure that funds allocated are expended in accordance with the individual NDIS plan, Southern Stays Policies and Procedures and the NDIS guidelines in an effective and efficient manner.
9. Ensure accurate recording and maintenance of participant's records and data (Carelink+)
10. Coordinate and supervise staff including: rostering, directing, supporting and orientation to the workplace. Ensure that staff perform their duties in an effective and efficient manner and rosters are prepared. Ensure that an annual staff development review is undertaken with all staff.
11. Ensure that equipment and information to improve and/or assist in the development of an individual participants care needs are supplied.
12. Attend Leadership Team meetings and other meetings as directed.

13. Liaise with other service providers, government departments and Key stakeholders as appropriate.
14. Ensure that the building fabric, equipment, grounds & gardens are maintained in a safe and satisfactory condition.
15. Ensure fire safety evacuation exercises for houses are carried out on a regular basis in accordance with Southern Stay requirements
16. Ensure a safe environment is maintained at all times in accordance with OH&S guidelines
17. Assist and/or prepare submissions for funding applications as directed.
18. Coordinate regular house meetings with staff (currently held on a monthly basis) and residents
19. Prepare reports (e.g. monthly reports, incidents reports) and complete other administrative tasks as required.
20. Contribute to Southern Stay On-Call system
21. Other appropriate duties as directed

Experience and Skills / Key Selection Criteria

- Excellent time management, organisational and communication skills are required. The applicant must be self-motivated, confident in dealing with people, a team player, possess initiative and problem-solving abilities.
- Experience in disability, aged care or health services is essential. Including direct care in:
 - Provision in direct care and support to people with a disability
 - Management of staff / teams
 - Ability to liaise with participants, and/or their families/guardians
- Experience in liaison with Government Agencies (e.g. NDIA) would be beneficial.
- Demonstrated management, computer plus administrative expertise is required.

It is expected this person would exhibit the following characteristics in work behaviour.

- Demonstrate empathy and understanding of the needs and challenges facing people with disabilities and their families/guardians

- Have strong interpersonal and communication skills, showing a comfortable relaxed manner when dealing with people related issues, within a variety of contexts
- Have a sound, pragmatic and prompt decision making capability when confronted with complex issues
- Demonstrate initiative, energy and be results focussed
- Have clear concise report writing skills

It is an important aspect of this position to relate to a wide range of people both internally and externally. However, key working contacts include participants, families and/or guardians of participant's, Community Visitors and Southern Stay management and staff.

A drivers licence and an NDIS Worker Screening Check is required noting the ability to maintain confidentiality and privacy is essential.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending		✓	
Computer based tasks	✓		
Driving		✓	
Kneeling		✓	
Lifting		✓	
Sitting	✓		
Standing	✓		
Walking	✓		