

Job Description Details					
Job Title	Rehabilitation Coordinator				
Department/Division	Disability Services, Operations				
Reports to	Program Manager				
Direct Reports	<table border="0"> <tr> <td>Team Leaders</td> <td>Registered and Enrolled Nurses</td> </tr> <tr> <td>Allied Health</td> <td>Disability Support Workers</td> </tr> </table>	Team Leaders	Registered and Enrolled Nurses	Allied Health	Disability Support Workers
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Allied Health	Disability Support Workers				
Agreement	Brightwater Care Group Staff Agreement				

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit
<p>Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i>.</p> <p>Caring We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.</p> <p>Authentic We are open and genuine, enabling us to build meaningful relationships with our clients and each other.</p> <p>Progressive We are inspired to continuously improve ourselves and our services for the benefit of our clients.</p> <p>Courageous We find strength in order to make a difference.</p>

Diversity and Inclusion Statement
<p>At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.</p>

Position Purpose
<p>The position of Rehabilitation Coordinator provides models and monitors all aspects of the rehabilitation service to ensure a customer focused approach. This position is required to supervise and coordinate all activities pertaining to specific client group in the Oats Street Rehabilitation program.</p>

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Rehabilitation Coordinator	3	24/10/2023	Program Manager Oats Street	Chief People & Culture Officer	
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Key Duties/Accountabilities

1. Oversee the day to day coordination of the rehabilitation program, specific to the client group and ensures that this program supports the individual client outcomes. This includes working with the Oats St Program Manager and Roster coordinator on the development of rosters according to client needs and budget requirements.
2. Liaise with rehabilitation team, and Oats St Program Manager to coordinate referrals, admissions, transfer and discharges within the rehabilitation service.
3. Ensure all care/ rehabilitation practices are provided in a manner that promotes the personal values of the client, and adhere to relevant Code of Ethics, Standards and Legislation affecting professional practice and standards of practice.
4. Communicate with clients, relatives, colleagues and community in a professional manner that shows respect for individuals. This includes resolving conflicts and issues using a problem solving approach.
5. Identify areas for improvement and use a continuous quality improvement approach to problem solving. This includes collaborating with colleagues, facilitating quality improvement activities in relation to the rehabilitation model and acting as a change agent in response to agreed changes.
6. Participate in the recruitment and selection of new staff, utilise a leadership approach to mentor, train, identify learning/ development needs, supervise and support fellow team members (including students) and participate in performance management.
7. Assist the Oats St Program Manager with preparation of budget in relation to human and other resources including equipment replacement.
8. In conjunction with the Oats St Program Manager ensure adherence to reporting and outcome requirements as contracted by Department of Health and as agreed with independent funding agencies.

Key Working Relationships

1. Liaise with the Oats St Program Manager to plan, implement and evaluate the rehabilitation service model.
2. Actively collaborate with the rest of the multidisciplinary team to ensure that the care plans for the clients are relevant and appropriate
3. In conjunction with rehabilitation team, identify, establish and consolidate opportunities for client interaction with community based organisations.
4. Actively collaborate with internal Brightwater departments / staff when needed.
5. Establish and main robust relationships with internal and external stakeholders including HDWA, DSC, Headwest, SHIU and other agencies.

Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to clinical practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

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Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

NDIS Risk Assessment

This position involves the direct delivery of specified supports or services to a person with a disability and therefore is a risk assessed role that requires the person to hold a valid and satisfactory NDIS Worker Screening Check.

Other Information

Nil

Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Registered with (or eligible for registration) Australia Health Practitioner Regulation Agency (AHPRA), or membership with relevant professional body (where AHPRA registration not applicable) and/or significant relevant rehabilitation training and experience (preferably neurological impairment).
2. Have a strong commitment to providing safe high quality care.
3. Working knowledge of the principles of rehabilitation and person centred care.
4. Evidence of effective performance in leading a team and in the coordination of resources within a service care environment.
5. Evidence of advanced problem solving skills and a proactive approach to problem prevention.
6. Demonstrated knowledge of human resource management including experience in staff recruitment and selection, performance management and training and development.
7. Able to effectively communicate (both written & verbal) in various environments with a wide range of people.
8. Evidence of understanding and use of quality principles within a Rehabilitation environment.
9. Demonstrated ability to function as part of an interdisciplinary team and foster effective working relationships.
10. Evidence of effective self management principles
11. Working knowledge of Occupational Safety and Health legislation; Aged Care Act (1997) and/or Disability Services Commission Standards (1988).
12. Possess a current Western Australian 'C' Class Driver's Licence.
13. Satisfactory National Police Certificate obtained within the last 12 months.

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