

Statement of Duties

Position Title: Manager Community Rehabilitation Unit	Position Number: 513614	Effective Date: September 2017
Group and Unit: Tasmanian Health Service (THS) - Complex, Chronic and Community Service		
Section: Community Rehabilitation Unit	Location: South	
Award: Allied Health Professionals Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 5, Grade 4	Classification: Allied Health Professional	
Reports To: Assistant Director of Nursing		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- To provide human, physical and financial management of the Community Rehabilitation Unit (CRU) and the Rehabilitation and Aged Care specialist clinics (Lower Statton Clinics) operating at the Repatriation Centre.
- To participate as a member of the THS Rehabilitation Management Team in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices.
- Provide leadership, direction and oversight to ensure an effective, efficient and safe client-centred ambulatory rehabilitation service within available resources, for clients referred to CRU from the hospital and community.

Duties:

1. Provide effective high-level management of human, physical and financial resources for CRU and the Lower Statton Clinics.
2. Develop and maintain effective linkages and collaborative working relationships with relevant medical specialists, private hospitals, GPs, NGOs and other key stakeholders.
3. Work as an effective member of the Rehabilitation Management team by providing strategic leadership in the planning, implementation, review and evaluation of rehabilitation services in southern Tasmania.
4. Contribute as an active member of the Allied Health Professionals Leadership and Advisory Committee (AHPLAC) aligning CRU service delivery with the strategic direction of allied health in the THS.
5. Actively pursue contemporary professional knowledge and its application to management in the health care setting through appropriate professional development activities.

6. Ensure sound clinical and corporate governance of CRU in alignment with the organisation's policies, procedures and best evidence, seeking assistance from THS Allied Health discipline leads and other senior clinicians/management as required.
7. Develop effective linkages with rehabilitation services across Tasmania, providing expert input as required into the development of a state wide model of rehabilitation.
8. Provide high-level advice and analysis to relevant THS Group Managers and the THS Executive as required in relation to provision of ambulatory rehabilitation services and the wider rehabilitation context.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

Under the broad direction of the Assistant Director of Nursing, The Manager CRU will:

- Demonstrate advanced management capability in guiding the strategic development and operations of the Community Rehabilitation Unit including the efficient and effective management of human, financial and physical resources.
- Develop and implement service policies and practices and build overall organisational capability, ensuring service delivery is provided in accordance with national, Tasmanian and organisational strategic priorities and standards and relevant legislation.
- Develop and maintain effective linkages and partnerships within the Tasmanian Health Service and other government and non-government agencies, community health service providers and other key groups regarding health service priorities.
- Actively participate in personal and professional development activities, as well as recognising and maintaining own professional development needs.
- Identify and progress quality improvement and risk management strategies for the service area.
- Operate in an autonomous manner and demonstrate considerable initiative and professional judgment.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Occupational Therapy Board of Australia; or
- Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Psychology Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated high-level understanding of contemporary management practice in a complex health care environment and experience in the management of human, physical and financial resources.
2. Extensive clinical experience and expertise in the clinical management of clients with complex care needs in the rehabilitation setting, and proven commitment to quality customer service.
3. Demonstrated knowledge and understanding of current best practice in rehabilitation and proven capacity to provide strategic leadership, to exercise initiative and judgment and to work with minimal supervision.
4. Proven high-level strategic, conceptual, analytical and creative skills with the ability to understand the political, social and organisational environment impacting on the Agency.
5. High-level verbal and written communication skills and ability to drive change in an effective and efficient manner.
6. Proven high-level interpersonal, negotiation and conflict management skills with the ability to identify mutually acceptable solutions in situations of differing interest.
7. Proven ability to work collaboratively within a management team and to be adaptable and flexible in a complex environment subject to change, ambiguity and pressure.
8. Proven commitment to quality improvement, research and ongoing professional development.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.