

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Manager Home Care South
Position Number:	505576
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Sub Acute, Aged, and Community Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Area Services Manager
Effective Date:	August 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Working with Children Registration.</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Driver's Licence, Qualifications or equivalent experience in Aged Care, Disability, or Community Services
Position Features:	Intrastate travel required. Required for on-call duties on occasion.

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Home Care South is an accredited aged care provider within the Tasmanian Health Service providing home-based care and support services for older people and younger people with a disability. The service receives funding under the Commonwealth Home Support Program and the Tasmanian Home and Community Care Program. Services are provided in Southern Tasmania with a focus on Hobart, Ouse, and Oatlands.

The Manager Home Care South:

- provides operational leadership and strategic direction including the effective management of human, financial, and physical resources within Home Care South.
- actively leads overall service development including policy review, the development and implementation of strategies to meet current and future service priorities, and change leadership.
- is responsible for ensuring performance and activity targets are met under Commonwealth and State funding programmes.

Duties:

1. Manage the financial, human and physical resources of Home Care South, in accordance with broad policy direction, standards, and agreed performance indicators under Commonwealth and State Funding Agreements and accreditation requirements.
2. Provide high level advice and reports to Hospitals South Senior Management in relation to the operations and performance of Home Care South, the impact Commonwealth or State reforms, and service risks and opportunities.
3. Lead the workplace culture, workforce development, and training activities to ensure positive client experiences, safe and effective services, and staff engagement.
4. Develop, implement, and review strategy and policy to enable Home Care South to meet its operational goals.
5. Represent Home Care South on committees, groups and at sector forums and meetings as required including state-wide and national groups.
6. Liaise with Hospitals South clinical teams, non-government organisations, and other organisations providing health related services across Southern Tasmania to support the planning and development of Home Care services.
7. Manage the use of effective information systems within Home Care South and the provision of data/reporting as required under relevant funding agreements and other ad hoc requests.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. 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.

Key Accountabilities and Responsibilities:

The Manager Home Care South:

- Works independently with broad direction and supervision from the Allied Health Stream Director, SAACS / Area service manager.
- Is responsible for service quality including workforce culture and development, consumer experience and outcomes, accreditation, risk management, and service reputation.
- Is responsible for providing financial and service target advice under funded programmes with guidance from the Allied Health Stream Director.
- Champions a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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 capabilities in leading and nurturing a diverse team within the challenges of geographical spread and changing service models.
2. Proven leadership skills including the implementation of systems and process, engaging others, achieving outcomes, and driving innovation.

3. Demonstrated capability to manage resources including the use of information systems and data to support the efficient operation of the service, prepare reports, manage risk, meet quality standards, and inform change.
4. Demonstrated understanding of the aged, disability, and home care sectors including reforms, accreditation, accountabilities, and the political, social, and organisational factors that impact on service design.
5. Demonstrated experience in consultation, including providing advice and recommendations, to improve service delivery outcomes.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).