Able Australia is a leading provider of disability services for adults and community supports for seniors. We are a diverse not-for-profit organisation offering a broad range of high quality services to enable those we support live the life they choose.

Established 50 years ago we have grown from providing help to the deafblind community, into an innovative and diverse organisation with varied service offerings. Our mission is to build on our heritage and empower the individuals we support to reach their potential by living our values of trust, kindness, respect and excellence every day. We strive to provide the best quality care in a long term partnership with our clients and their loved ones.

Our passionate staff and volunteers have been proudly helping those we support to reach their full potential. We currently provide services in Melbourne, Tasmania, ACT and SE Queensland.

Position Title:	**Transition Care Program - Disability Project Lead**
Reports To:	**National Director, Quality and Innovation**
Employment Type:	**0.6-0.8 EFT Fixed Term 12 months**
Work Location:	**Based at National Office but across all Victorian locations**
Award:	**Agreement**
Updated:	**November 2021**

1. Position Summary

1.1 Job Purpose

This project role is integral to the establishment of the Able Australia Transition Care Program – Disability (TCP-D) Service.

The purpose of the newly created TCP-D model is to support people with a disability to exit the hospital setting with minimal delays. People with disability will be supported in a home like transitional setting, until their long term NDIS plan and housing goals can be achieved.

Integral to this model is overcoming the barriers to discharge (e.g. NDIS funding, suitable accommodation) so that people with a disability can get on with their lives in the community.

The TCP-D Lead role involves working closely with key stakeholders: Hospital Teams, Summer Foundation and Able's Operational Team to identify, generate and implement solutions to key issues. The position will use a range of change management and operational improvement experience in order to achieve success in this role. Understanding of both Health Service, disability service settings and patient flow is key.

1.2 Key Result Areas

1. Work with a team to design, implement and evaluate the Able Australia approach to TCP-D service.

2. Build positive working relationships with colleagues in both Health Services and other disability providers in order to facilitate client flow and support information sharing.

3. Work to lead a team to operationalise the TCP-Service in Able Australia including contributing to the realisation of the residential service growth strategy.

4. Develop and implement program resources including policies, procedures, and frameworks for the operation of the program.

5. Develop and implement Key Performance Indicators for the program. Collect and analyse data to improve practice and support improvement discussions.

6. Work with operational teams to identify issues, generate a range of solutions, select and trial agreed changes and evaluate the impact, using a quality improvement methodology.

7. Prepare relevant documentation which may include project plans, timelines and reports for key initiatives.

8. Present key initiatives at team meetings, at staff meetings, and to wider stakeholder groups as required.

9. Build and maintain collaborative relationships with key staff and stakeholders through the organisation in order to support positive change.

2. Selection Criteria:

2.1 Essential Skills

2. A strong background in health service provision or in disability supports, including knowledge of acute and sub-acute hospital operations, or of disability operations funded through NDIS.

3. Experience working in a small team to operationalise and improve program operations.

4. Experience using project management methodologies in a range of projects involving human services. This includes producing project plans, updates and reports; regularly updating key stakeholder about project progress; anticipating issues and roadblocks; and working to solve issues in a collaborative manner.

5. High level problem solving skills. These can be demonstrated through seeking all relevant information for problem solving; investigating for the facts; working with key stakeholders; looking at issues from different perspectives and drawing sound inferences to identify workable solutions to problems. Track record of implementing solutions in conjunction with manager and stakeholders.

6. Experience building and maintaining collaborative relationships with internal and external stakeholders. Working to find common ground and a shared platform for action. Sharing perspectives with a focus on identifying issue and solutions. Listen to all issues with an open mind.

7. Highly developed written and oral communication skills and the ability to present a persuasive argument for change. Experience drafting project plans, emails, report and briefs that use clear and concise language and which are tailored to the identified audience. Experience presenting verbally to a range of audiences from small to large groups.

8. Experience working within organisational OH&S framework to ensure that you and others are safe at work.

2.2 Essential Personal Attributes

1. Commitment to improving the quality of life for people with disabilities by taking all opportunities to have a positive impact.

2. "Can do" attitude and ability to work with minimal supervision.

3. Ability to be flexible and change priorities as required.

4. Focus on outcomes for the good of clients and the work team.

2.3   Qualifications:

1. Clinical or Disability or similar qualification

2. Current Victorian drivers licence

3. NDIS Worker Screening Check (or ability to obtain this)

3. Required Performance:

This position description broadly outlines the requirements of the role. All Able Australia positions must also demonstrate an understanding and adherence to all relevant Able Australia policies and procedures and must successfully complete Able Australia's pre-employment online training program. All Able Australia staff also require a specific performance agreement – a set of key result area (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee's manager.

I, _____have read, understood and agree to comply with this position description.

Signature: _____   Date: _____