

Cosmos Inc**HR PD 04****Position Description**

Title Team Leader Disability Support Worker	Classification Level 5
Award Disability Service Providers Award	Immediate Supervisor Manager
Employment Status Permanent Full-time	Hours Per Fortnight 76
Area of Employment Community Access – Day Support or CSTDA Recreation	

About Cosmos:

Cosmos Inc is a non-profit community organisation that provides recreation services, day support services and day options to people with disabilities.

Its core business is to provide recreation, leisure and learning opportunities for people with disabilities, to create opportunities for meaningful participation, and to work in ways that promote positive images of people with disabilities.

The primary target group is adults and young people with an intellectual disability, although the Constitution provides scope for catering to a wider target group.

The organisation has a strong culture of promoting self-determination by people with disabilities through informed choice, providing programs that cater for individual needs whilst promoting inclusion in the wider community, and enhancing the relationship between people with disabilities and the wider community. It is required to deliver services in accord with the Standards contained in *the Disability Services Act (1992)* and to monitor individual outcomes as well as service delivery more broadly.

Cosmos operates from offices in New Town and Mornington, but most activities and programs are provided at community venues. The organisation is administered from New Town.

The organisation receives government funding for services prescribed in an annually negotiated Service Agreement. Cosmos also received fees for service from individual s.

Cosmos Values:

- Including everyone creates healthy communities
- Valuing all people for their unique contribution
- People grow through being challenged
- Lifelong learning and learning through life
- People have the right to be fully informed, to make their own decisions and to take risks.
- Belonging and self esteem result from opportunities to develop positive social roles.
- Valuing a professional workforce

Key Outcomes of the Role:

1. Facilitate community integration for clients by providing holistic support and meeting the identified needs of individuals through recreation, leisure and learning.
2. Develop and manage a professional team who are client focused, productive, motivated, responsive and contributing to a positive organisational culture through:
 - Managing individual team members performance,
 - Setting and maintaining standards,
 - Setting goals and objectives for the team,
 - Resolving day to day staffing issues as they arise,
 - Coaching, supporting, mentoring and acting as a role model to staff, and
 - Ensuring effective communication within the team and across the wider organisation.
3. Maintain accurate records and reports to ensure that quality client services are provided and that legislative requirements are met.
4. Ensure monthly program budgets are maintained and used in accordance with Cosmos policies and procedures.
5. Contribute to program development, evaluation and consultation with all relevant stakeholders to ensure that effective services are provided to the client group.
6. Support Cosmos' senior management team to establish and maintain a professional team of support staff by identifying staffing needs, assisting with recruitment processes and contributing to strategic planning processes.
7. Encourage team members to monitor their own support needs, identify areas for professional development and broaden their understanding of

the industry sector so that Cosmos continues to develop and maintain a high quality, professional team of staff.

Level of Responsibility

Staff at this level perform management tasks and work with limited supervision.

Level 5 staff are designated as senior members of the organisation, provide support and guidance to other staff and report directly to their Manager.

As senior members of the organisation they are expected to be thoroughly familiar with, and implement established policies, practices and procedures and obtain direction in cases of doubt or difficulty.

Level 5 staff are responsible for the day to day co-ordination and delivery of services.

Knowledge and Skill Requirements

- Proven skills and experience in managing a small team including the ability to coach staff, promote teamwork, train staff, provide leadership, manage performance and create a positive organisational culture.
- Proven ability to develop, implement, monitor and evaluate formal and informal recreation, leisure and learning programs for clients.
- Thorough understanding of relevant legislative requirements, DHHS guidelines and organisational policies and procedures.
- Demonstrable commitment to the principles of social role valorisation and community inclusion and a thorough understanding of the practical issues relating to clients, their families and support networks.
- Demonstrable priority management, planning and self management skills.
- Proven high level interpersonal and verbal communication skills including skills in influencing people, conflict resolution, problem solving, critical incident management, negotiation and working effectively with a variety of internal and external stakeholders.
- Proven high level written communication skills with the ability to produce a range of quality reports, records, correspondence, minutes, policies, procedures and other written material relevant to the role.
- Proven high level organisational and administrative skills with the ability to perform a range of administrative tasks relevant to the role.

- Basic accounting skills with the ability to manage budgets, petty cash, monitor expenditure and maintain accurate financial records for programs.
- Ability to operate a range of software applications preferably including Word, Excel and database software.

Qualifications:**Essential**

Diploma of Disability or progression towards achievement of qualification as well as extensive relevant experience.

Senior First Aid Certificate (or ability to obtain within a reasonable period of time)

Special Conditions:

- A current driver's licence is preferred.

I acknowledge that I have read and understood this position description and I accept that it accurately reflects my position, duties, level and responsibilities.

Employee Name: _____

Date: ___/___/___

Signature: _____