

## Position Description

### Program Manager – Care Connect



<b>Branch</b>	Inclusion
<b>Award</b>	Social, Community, Home Care and Disability Services Award (SCHCADS) – Level 7
<b>Reports to</b>	Senior Manager, Suicide Prevention and Community Care
<b>Supervisory responsibilities</b>	< 3 Reports
<b>Budget Management</b>	Standard Accountability
<b>Probationary period</b>	6 months from date of appointment
<b>Position description created</b>	January 2021
<b>Approved by</b>	Senior Manager People and Culture
<b>Review date</b>	July 2022

## Our Values

**Integrity** Acting fairly, honestly, openly and consistently.

**Inclusion** Valuing diversity, connection, belonging and social justice for all.

**Learning** Improving our knowledge and understanding.

In all our connections with staff, stakeholders and participants we acknowledge and recognise resilience, and we focus on potential and capacities, not on limitations or shortcomings.

## Our Behaviours

**We** problem-solve with our customers

**We** celebrate success

**We** treat everyone with dignity

**We** own our actions

**We** turn challenges into opportunities

## Position Purpose

The Inclusion Branch is dedicated to services that support the inclusion people living with the impacts of health, mental health and disabilities in our communities. We deliver high-quality intensive support services in health and mental health, as well as delivering NDIS Local Area Coordination for people with disabilities, their families and carers, assisting them in accessing the NDIS and linking to knowledge, resources and opportunities in their communities to enable them to live the life they choose

Within program guidelines, teams deliver both funded and fee-paying offerings to ensure access to the appropriate levels of service and support. Support is underpinned by a practice framework using strengths-based trauma informed practices to support people in building their own capacity and resources for positive change. Our teams celebrate and acknowledge diversity working across sectors and collaborating with

community including schools, employers, housing, health and social service providers to facilitate strengthened personal, social and cultural connection, and improved health and wellbeing.

The Program Manager leads the provision of high-quality services including clinical and psycho-social supports to achieve optimum levels of service delivery and customer outcomes in line with the Social Futures Practice Framework. The Program Manager is accountable for team coordination including a weekend referral intake and assessment roster and ensuring business performance outcomes, standards and compliance requirements are met.

## Key Accountabilities

*A high-level description of the most critical and important aspects of the position*

- Manage the Care Connect program in consultation with senior management of Social Futures to ensure program outcomes and key performance indicators are met in line with Social Futures Practice Framework requirements
- Work closely with hospital and health services and other community services to ensure effective incoming and outgoing referral processes and to ensure internal and external referral needs of customers are met
- Deliver short term psychological interventions in a therapeutic context utilising evidence-based interventions and in accordance with the National Standards for Mental Health Services, the NSW Strategic Framework for Suicide Prevention and the Black Dog Institute's Lifespan approach
- Maintain clinical responsibility for the program, including completing accurate and timely case notes, and records, and preparing clinical reports to referring parties as required
- Support and oversee intake, assessment, safety planning and case management processes and ensure internal and external referral needs of customers are met
- Lead the Care Connect team in achieving a high standard of service delivery and service outcomes for customers and other service providers
- Facilitate quality improvement activities to ensure ongoing improvement of service outcomes
- Oversee systems and processes to ensure the effective management of quality, safety, and risk across the team including review of safety and case plans, WH&S and legislative compliance
- Oversee planning and reporting processes to ensure performance measurement, monitoring and reporting requirements are met
- Develop, maintain and promote internal and external networks, referral pathways with hospital and health services, collaborative opportunities and partnerships with relevant government, non-government and private sectors

## Key challenges

*Challenges regularly encountered in the position which describe the complexities the position is expected to manage*

- Management of competing priorities including carrying a case load within a demanding and complex service delivery environment
- Building key stakeholder relationships with a focus on building linkages that contribute effectively to suicide prevention in the region
- Facilitating organisational culture while balancing business and performance outcomes with staff and stakeholder expectations
- Supporting program growth and development and ongoing changes to program delivery, with a focus on delivering an evidence-based service delivery model

## Key relationships

*The key stakeholders and customers the position is expected to interact with routinely*

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide advice to influence service outcomes and support organisational improvement</li> <li>• Report on performance against agreed measures and discuss future directions</li> <li>• Identify emerging issues and risks and their implications and propose solutions</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Manage, guide and support to achieve agreed goals and objectives</li> <li>• Provide direction, set performance expectations and manage performance and development</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Contribute to the team's achievement of its key performance indicators</li> </ul>
Broader Social Futures Team	<ul style="list-style-type: none"> <li>• Provide active, contributing leadership, advocating the organisational vision, strategy and values, and inspiring a performance driven culture</li> <li>• Provide expert advice on services and activities of the Team</li> </ul>
<b>External</b>	
External customers and participants	<ul style="list-style-type: none"> <li>• Facilitate relationships to ensure services meet current and evolving needs and expected service delivery standards</li> <li>• Engage in service design and evaluation, to continually improve operations, service delivery models and solutions</li> </ul>
Funding agencies, delivery partners, community and government	<ul style="list-style-type: none"> <li>• Develop, promote and manage relationships to support the development of programs and services to meet current and evolving needs</li> <li>• Establish collaborative networks and relationships to share ideas and learnings, maintain currency of issues and leverage intelligence</li> </ul>

## Capabilities

Capabilities are the knowledge, skills and abilities required by Social Futures employees to perform their roles efficiently and effectively

Below is the full list of capabilities, and the level required, from the Social Futures Capability Framework. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Advanced
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Advanced
	Value Diversity	Adept
Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Adept</b>
People Management	<b>Manage and Develop People</b>	<b>Advanced</b>
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	<b>Manage Reform and Change</b>	<b>Advanced</b>

## Focus capabilities

Capabilities which position incumbents must demonstrate immediate competence. Behavioural indicators should be reviewed in conjunction with the position's key accountabilities.

Group	Level	Behavioural Indicator
<b>Personal Attributes</b>  Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b>  Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Results</b>  Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Drive a culture of achievement and acknowledge input of others</li> <li>• Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>• Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>• Control output of business unit to ensure organisational outcomes are achieved within budget</li> <li>• Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>
<b>Results</b>  Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>• Design and develop systems to establish and measure accountabilities</li> <li>• Ensure accountabilities are exercised in line with Social Futures' business goals</li> <li>• Exercise due diligence to ensure work health and safety risks are addressed</li> <li>• Oversee quality assurance practices</li> <li>• Model the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks</li> <li>• Incorporate sound risk management principles and strategies into business planning</li> </ul>
<b>Business Enablers</b>  Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>

<p><b>People Management</b></p> <p>Manage and Develop People</p>	<p>Advanced</p>	<ul style="list-style-type: none"> <li>● Refine roles and responsibilities over time to achieve better business outcomes</li> <li>● Recognise talent, develop team capability and undertake succession planning</li> <li>● Coach and mentor staff and encourage professional development and continuous learning</li> <li>● Provide timely, constructive and objective feedback to staff</li> <li>● Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> <li>● Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>
<p><b>People Management</b></p> <p>Manage Reform and Change</p>	<p>Advanced</p>	<ul style="list-style-type: none"> <li>● Clarify purpose and benefits of continuous improvement for staff and provide coaching and leadership in times of uncertainty</li> <li>● Assist others to address emerging challenges and risks and generate support for change initiatives</li> <li>● Translate change initiatives into practical strategies and explain these to staff and their role in implementing them</li> <li>● Implement structured change management processes to identify and develop responses to cultural barriers</li> </ul>

## Selection Criteria

*Comprises Essential Requirements and Knowledge, Skills and Abilities derived from the focus capabilities*

- Tertiary qualifications in psychology, social work or occupational therapy
- Full registration with AHPRA as a Psychologist or Occupational Therapist or eligibility to be a member of AASW as a Social Worker is desirable
- At least 3 years demonstrated experience in managing and overseeing the delivery of services to people with acute mental health illness and / or suicide prevention or aftercare
- Understanding of recovery-oriented support and trauma informed care in Mental Health with the ability to implement and lead these in clinical practice
- Demonstrated experience in human services leadership including providing mentoring and support and ensuring self-care management practices for staff working in an outreach context.
- Excellent relationship, negotiation and conflict management skills with a proven ability to develop and maintain strong and effective relationships with government/funders, service providers, peers and key stakeholders in the local community
- Experience in implementation and monitoring of quality assurance processes across customer service programs, including managing risk and program evaluation

*All positions will require current National Police and Working with Children Checks as a condition of employment.*

## Inherent Requirements

*Physical and psychological work environment characteristics that are inherent requirements of the position*

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regular
	Be exposed to all outdoor weather conditions	Rare
	Work office hours with the possibility of extended hours	Regular
	Work in an open plan office	Frequently
	Work in buildings which may have multiple stories	Daily
	Reasonably high levels of mobile phone use	Daily
	Sit at a computer or in meetings for extended periods	Daily
<b>People Contact</b>	Liaise with our team members'	Daily
	Liaise with government, non-government, businesses, and other community organisations	Frequently
	Liaise with clients/customers	Daily
<b>Administrative Tasks</b>	Undertake intensive administrative tasks, which include computer work, report writing, participating in meetings and concentrating for long periods of time	Daily
	Use technology including photocopier, telephones, mobiles, televisions, electronic whiteboards	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions	Regular
	Use public transport including trains, buses, air travel and taxis	Rare

Where possible Social Futures will make reasonable adjustments to enable individuals with disabilities to perform the inherent requirements of their position.



## Position Evaluation

*For People and Culture Team Use Only. All Social Futures positions are evaluated using a Position Evaluation System to determine position classification and salary.*

Element		
1	Planning of operations, projects, services or activities typically required of the position	Level D - Planning is necessary to coordinate activities and resources affecting the work area or other positions over the next month
2	Freedom of the position to act (autonomy)	Level E – Decisions will often be made without requiring further guidance from the next level of management
3	Methods of analysis commonly used to solve problems and the level of innovation and creative thinking in the job	Level E – Problems are not easily defined and require the application of analytical reasoning and broad theoretical knowledge to determine the appropriate solution
4	The level of verbal communication skills required of the position	Level E - Mediate and/or negotiate issues between parties to effectively resolve problems
5	The level of written communication skills required of the position	Level E – Write non-standard correspondence, reports, and submissions that require original content, wording, sentence and paragraph construction
6	Risk Consequence	Level D – Major
7	Minimum level of practical experience required of the position in addition to required qualifications	Level D – 3 years up to 5 years
8	Leadership and work coordination skills required of the position	Level C – Leadership and organisational skills are required to develop and control a work area or project involving frequent contact with other staff to resolve minor problems
9	Number of employees for whom the position is accountable	Level B – Up to five people
10	Annual value and complexity of expenditure and accountability for budget implications required of the position	Level C2

I hereby confirm I have perused this Position Description in its entirety, and as a result I have a sound understanding of the requirements of my role.

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Print Name: \_\_\_\_\_