

Position Description



Job title	Team Leader - Recovery Options
Department	Individualised Services
Reports to	Practice Lead, Individualised Services
Date prepared/reviewed	June 2020
Location	Merriwa
Position Details	Permanent Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Brief summary of position's purpose

The purpose of this role is to provide clear vision and direction on service deliverables, create a work environment that enables high performance, defines and measure key performance outcomes in partnership with the team to address service outcomes, improvements or re-design.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- High quality services are delivered to people that identify with having a mental health issue who require individual and group support
- Co-design principles are utilised to deliver innovative and contemporary models of support that demonstrate positive impact
- Participant recovery plans are aligned with their needs and goals, are measured and evaluated, and reflect positive outcomes for participants
- Recruitment of high quality, person-centred team members that match the needs and interests of participants
- Strong leadership, coaching and mentoring equips the team to deliver on agreed outcomes, to embed contemporary practice
- Team training and resource needs are identified and actioned within budget
- Teams demonstrate adherence to policies and procedures, workplace legislation and relevant practice standards:
 - Incidents are managed, reported and tracked to identify trends and mitigate risk
 - Safety and crisis plans are in place that reflect participant need
- Information and client management systems are effectively managed, and statistics and reports are provided to the Practice Lead as required
- Service area budgets are managed effectively and efficiently
- The service demonstrates strong collaborative partnerships with internal and external services, and referral pathways are developed and maintained
- The service is promoted and has a high profile within the community and sector
- Operational plans reflect service development opportunities, team targets and outcomes
- Continuous improvement initiatives are identified, developed and implemented
- Take part in the afterhours roster and other duties as requested.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

The knowledge and soft skill requirements necessary for this position.

- Effective leadership, coaching and facilitation skills with experience in managing conflict and building dynamic team culture
- Sound operational management, resource stewardship and financial acumen
- Excellent understanding of participant led mental health recovery, the impact of trauma and person-centred, strength-based support
- Detailed understanding of the key developments and issues facing the not-for-profit sector
- Exceptional relationship building and management skills (internal and external)

- Ability to work in ways that are congruent with the values of Uniting WA and the Uniting Church in Australia.

Qualifications

Education, experience and technical skills required for this position.

- Advanced knowledge and experience in the mental health sector
- Relevant tertiary qualification or significant (3 years +) experience and relevant professional development
- Current Microsoft Word and Excel
- Current National Police Clearance
- Current Working with Children Check
- Current Western Australian Driver's Licence.

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

The role will engage with the following parties:

- Participants, families, and significant others
- Prospective and continuing funding partners
- Mainstream services, community service organisations and partner agencies
- Community
- Uniting Church WA and other religious based or affiliated organisations.