

<b>Location/s</b>	Various
<b>Reporting to</b>	Regional Manager
<b>Direct Reports</b>	Various Clinical Practitioners
<b>Level</b>	Level D as per the Relationships Australia (Qld) Enterprise Agreement 2014
<b>Date Updated</b>	July 2016

### About the Role

This position is responsible for the smooth running of all front line service delivery by providing leadership and support to clinical practitioners, in the areas of case management, clinical decision making, duty of care issues, diary management and performance management, ensuring a consistent and high standard of service is provided to clients across Relationships Australia Queensland (RAQ).

In the absence of the Regional Manager, the position will provide back-up operational support to Administration Officers and Family Information Officers in the resolution of issues pertaining to client service delivery and property, within appropriate levels of delegated authority.

The position will also support the implementation and monitoring of progress towards achieving organisational strategy through the implementation of organisational improvement initiatives and by identifying and managing risk.

### Key Responsibilities

<b>Operations Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate and oversee the daily activities of service delivery employees engaged in the provision of allocated program and/or services.</li> <li>• Provide immediate management support for service delivery employees including but not limited to; case management, clinical decision making, duty of care issues and client service delivery.</li> <li>• In conjunction with the Regional Manager and other Team Leaders, implement the regional Operational Plan, ensuring RAQ's strategic objectives are well understood and executed by clinical employees.</li> <li>• Ensure effective clinical resource utilisation to maximise service provision for clients and deliver Operational Key Performance Indicators (KPIs).</li> <li>• Utilise business information and reports to identify and implement operational improvements that remedy underperformance and respond to improvement opportunities.</li> <li>• Prepare accurate and timely reports for the Regional Manager on key performance and productivity of clinical employees.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• As a member of the Operations Management Team, share collective responsibility for delivering organisational objectives, through active engagement and collaboration with employees at all levels in the organisation.</li> <li>• Be a role model for effective and positive leadership which is ethical, results driven and future-oriented.</li> <li>• Promote a team culture of cohesive and responsive service provision to clients through effective leadership to venue staff.</li> <li>• Provide ongoing feedback, mentoring, advice and coaching to direct reports, supporting skill development, continuous improvement and increased competencies through an effective performance management framework.</li> </ul>

<b>Leadership cont.</b>	<ul style="list-style-type: none"> <li>Oversee delegated HR responsibilities for direct reports including; training and development, performance management, Professional Performance Reviews (PPRs) and clinical reviews, disciplinary management, and Workplace Health and Safety and Rehabilitation.</li> <li>Provide support to the Regional Manager in the recruitment and selection of clinical staff.</li> <li>Monitor leave requests, work patterns and staffing of program to ensure there is consistency in service delivery and continuity of group facilitation.</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Deliver services to clients including but not limited to complex case management, assessment, intake and risk screening, case planning, case reviews, co-service delivery and critical incident response.</li> </ul>
<b>Compliance and Quality Management</b>	<ul style="list-style-type: none"> <li>Support the Regional Manager to facilitate and operationalise the agreed processes required for ISO Quality Management accreditation, including risk identification and management.</li> <li>Ensure adherence to organisational policies, procedures and service manuals to deliver consistent high-quality client service provision.</li> <li>Promote regular and ongoing opportunities for employees to give feedback.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Adhere to all organisational policies, procedures, standards and practices.</li> <li>Act only in ways that advances RAQ objectives, values and reputation.</li> <li>Other duties, consistent with skills and experience, as directed by the reporting manager.</li> </ul>

### Core Competencies

<b>Business Acumen</b>	Knows how businesses work. Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting businesses and organisation.
<b>Inspiring Others</b>	Creates a climate in which people are driven to do their best. Can motivate and empower others. Invites input from internal stakeholders and shares ownership. Acknowledges the importance of each employees' contribution to achievement of RAQ's strategy.
<b>Service Excellence</b>	Dedicated to meeting the expectations and requirements of internal and external clients. Establishes and maintains effective relationships with clients and gains their trust and respect. Seeks ways to improve outcomes for clients as consistent with RAQ's Missions, Visions and Values.
<b>Professionalism</b>	Gives consideration to one's own actions and behaviours and the effect they have on others within the workplace. Demonstrates integrity and is a trusted individual. Adheres to core values that are in alignment with that of the RAQ's.

**About You**

To be successful in this position you will have:

	<b>Required</b>	<b>Highly Desired</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate qualification in Social or Behavioural Sciences.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification in Social or Behavioural Sciences.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience in providing case management, consultation and support to clinical practitioners.</li> <li>• Experience managing a team including performance management, monitoring and review.</li> <li>• Experience in client service delivery including but not limited to; complex case management, assessment, intake and risk screening, case planning, case reviews, co-service delivery and critical incident response.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in managing teams that work across a number of disciplines.</li> <li>• Experience in resource planning and management to optimise service delivery.</li> <li>• Experience in interpreting and utilising business information to identify and implement operational improvements.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current theory and practice relating to the provision of human services.</li> <li>• A strong understanding of Family Law, and counselling or family dispute resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• A sound knowledge of the Not-for-Profit sector, the Australian Government Department of Social Services and Department of Human Services.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Leadership skills including the ability to engage and motivate others, positively influence organisational culture, and provide strong direction.</li> <li>• An ability to manage a multitude of complex tasks and projects simultaneously whilst maintaining a high standard of service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to Executives.</li> </ul>

*It should be noted that Position Descriptions are under constant review and may be changed at any time.*