

Team Leader, Social Inclusion



Position description

Responsible to:	Creative Director
Division:	Social Inclusion
Status:	1.0 EFT- 38 hours per week (full-time is 38 hours)
Scheduled working days and hours:	Monday to Friday, 8:30 am – 4:30 am

Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering**
- **Social Inclusion including Access Creative Studios**
- **Corporate Services.**

Board of Directors

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

Values

- **Quality Service and Best Practice**
We work with passion and commitment to continuously improve our performance.
- **Diversity**
We value and support diversity, believing that every person has a right to be involved in their community
- **Accountability**
We empower individuals to take responsibility for their actions
- **Innovation**
We embrace a dynamic, creative and flexible environment
- **Collaboration**
We seek value through internal and external partnerships

Division Information

Social Inclusion aims to support people experiencing disability and disadvantage through community programs and vocational pathways that promote social inclusion, builds confidence and develops skills.

Working in conjunction with the Creative Director, the Team Leader is responsible for the development and implementation of Social Inclusion programs and activities. This role is across the three AAG sites where Social Inclusion operates – Hall Street, Eaglehawk, PepperGreen Farm and Lancewood.

This role ensures the smooth and effective day-to-day implementation of activities whilst assisting the Team Leader to implement strategies that improves social and life outcomes for people with disability or those living in disadvantage.

Responsibilities and duties: Team Leader, Social Inclusion

Major Function and Purpose

The Team Leader will facilitate the smooth daily running of Social Inclusion programs at Access Creative Studios' sites. In this role they will coordinate schedules, manage staff, liaise with external parties to forge new relationships and strengthen existing ones. The Team Leader will also be responsible for ensuring all staff comply with Access Australia Group's policies and procedures and that all required human resources documentation is filled and filed in a timely manner. Further functions and responsibilities include oversight of site maintenance and upkeep, discussing and resolving staff concerns and issues, and working alongside the Creative Director to ensure their vision is realised.

Main Function

- Coordinate daily schedules and special programs for Social Inclusion participants enlisting staff as required, in collaboration with the Creative Director and other team members.
- Manage roster changes/daily activities changes where necessary. Manage staffing and ratio upkeep where absences / understaffing / overstaffing occurs.
- Coordinate the completion of the daily attendance sheets and aid in the completion of the weekly attendance spreadsheet, ensuring it is received by the AAG Finance Department in a timely manner.
- Help build positive relations within the team and external parties.
- Supervise line staff by articulating expectations, displaying model behaviour, maintaining open lines of communication and being clear about roles and relationships.
- Assist with the development of public relations and communications strategies to support program goals and increase community awareness
- Work alongside the Creative Director in providing advocacy and support for participants and/or their families where necessary.
- Work alongside the Creative Director to ensure implementation of AAG/NDIS policies and practices.
- Complete HR documentation including staff appraisals and reviews.
- Assist in overseeing development and maintenance of sites where AAG Social Inclusion programs are conducted.

Best practice

- Demonstrated experience in managing and leading staff teams
 - Work as an effective member of a team, promoting a positive, customer-focused, 'can-do' culture.
 - Attend and contribute at team/staff meetings and training sessions.
 - Display high level of personal integrity and professionalism when representing AAG.
 - Organise time and workload to maximise productivity and client support in the time available.
 - Comply with AAG's policies and procedures including industry standards, quality improvement systems, procedures and work instructions.
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- Ensure that Occupational Health & Safety guidelines are observed, implemented and improved.
 - Comply with all relevant legislation and/or by-laws that relate to our activities.

Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Occupational Health and Safety (OHS) by:

- Adhering to AAG's policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with a copy of current photo ID.

Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to "have a say", especially on issues that are important to them or about decisions that affect their lives.

As an element of these standards is safety screening, all staff of AAG are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

Police Check

All AAG staff are required to undertake a police check prior to commencing employment. If an employee can produce evidence of a police check that is not more than 3 months old, they will not be required to undertake another check.

Probationary Period

The probationary period for staff employed by AAG is 6 months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and / or the organisation.

Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

Inclusion

Access Australia Group strongly encourages Aboriginal, Culturally Diverse community members and people with disability to apply for this position.

Signatures

Name:

Signature:

Date: / /

Chief Executive Officer

Date: / /

Key selection criteria

Essential

- Certificate IV in Disability (or equivalent).
- Demonstrated experience in leading staff teams, particularly those supporting vulnerable community members.
- Demonstrated experience with developing rosters that meet programmatic requirements across a range of services and programs
- Experience monitoring staff performance in programs
- Excellent time-management and organizational skills
- Demonstrated skills and ability to work with people with disabilities to assist participants achieve their goals.
- Demonstrated experience organising support for clients with behaviours of concern
- Level II First Aid Certificate (including current CPR)
- Excellent interpersonal and communication skills
- Confident working knowledge of the National Disability Insurance Scheme

Desirable

- Strong organizational and planning skills.
- Strong interpersonal, relationship building and conflict resolution skills.
- Creative problem-solving skills.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Strong leadership and team-oriented skills.

Successful applicants will be subject to a Police Check, Working with Children's Check, a Disability Workers Exclusion List check and an Employment History Check.

Applicants must address the key selection criteria in their application

Salary and conditions of employment

AAG developed an Enterprise Agreement, which took effect in 2016 and governs employment and related conditions.

Pay Range: Class 3 Band 4 \$59,582.69p.a. to Class 3 Band 7 \$64,514.87p.a. pro-rata, plus superannuation and leave loading, commensurate with skills, experience and qualification. Attractive salary packaging benefits may be available. *(All applicants are encouraged to obtain their own independent financial advice).*

Application submission

Address applications to: Access Australia Group PO Box 276 Bendigo VIC 3552	Or deliver in person to: 18-20 St Andrews Avenue Bendigo VIC 3550 Or via email to: info@aag.org.au
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Applicants may visit the AAG web site at: www.accessaustralia.org.au

Review Due: 31/06/2021

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Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities.