

EXECUTIVE MANAGER INDEPENDENT LIVING POSITION DESCRIPTION

CLASSIFICATION	Individual Contract
SERVICE AREA	Independent Living

1. POSITION PURPOSE

The Executive Manager Independent Living has a strategic focus together with directing, overseeing, and evaluating operational functions of Orana Independent Living to retain a strong emphasis on delivering as well as actively expanding services.

The position is responsible for maintaining Orana's strong support on developing quality services and programs for people with disability in respect to maximising their independence and quality of life. This will be achieved by encouraging principles of person-centeredness and discouraging restrictive practices.

The Executive Manager Independent Living will manage staffing procedures, provide health specialist advice to meet objectives and long-term strategies.

2. POSITION RESPONSIBILITIES

Overall Executive Management responsibilities will ensure the success of Orana's Independent Living Service through:

Strategic Initiatives

- Provide strategic advice to the Chief Operating Officer on Independent Living Service-related matters i.e. political views, pending industry changes, funding advice, training requirements, recruitment issues, health support to Orana clients.
- Engage with other organisations to achieve formal partnership agreements for the development of services benefitting clients in the areas of health and well-being, recreation, and personal development.
- Actively seeking accommodation opportunities and submitting proposals for the acquisition of residential properties that will provide suitable the long-term strategies for Orana clients.
- Deliver a person-centered care service within a community setting for Independent Living to achieve personal independence.
- Lead a culture for a collaborative and efficient workplace, fostering an environment of excellence in setting long term strategy.

Leadership

- (Manage) Oversee complex clinical care case management processes, providing specialist health advice and support Orana's Independent Living Service Managers and Client Coaches (clients).
- Oversee management of Service Managers to maintain a pro-active positive relationship with clients, families, carers and advocates by:
 - Directing activities and ensuring the highest possible standards are maintained.
 - Ensuring timely reviews of clients completed each month (in a timely manner).
 - Motivating and guiding the development of skills and capabilities for the purpose of providing Orana clients with high quality services.
 - Ensuring all client care plans meet health support services compliance.

- Develop and enforce of clinical policies and procedures aiming for compliance.
- Manage chemical restraints prescribed in the context of restrictive practices and monitoring the impact on the client.
- Liaising with families, other Orana staff, government agencies, other relevant professionals, and support groups, and generally promote the services of Orana within the local community.
- Participating and leading Orana processes and projects related to Independent Living Services and Clinical performance management framework.
- Representing Orana in various forums.

Management

- Managing Independent Living Services in accordance with its strategic, business plan and budgets.
- Preparing and presenting oral and written reports to the Chief Operating Officer and/or Board as required and to undertake correspondence and written communications on behalf of the organisation in relation to client service matters.
- Delivering consistent practices across the Independent Living Service, including training schedules for clinical advice and medication credentialing, medication side-effects and indicators to prompt medical intervention.
- Develop continuous improvement for all health support and operational practices for Independent Living Services.
- Manage the health of Orana clients through case note entry and incident reports in the CRM database.
- Resolving grievances that are escalated to management level as per Orana procedures.
- Liaise with Quality and Compliance Co-Ordinator of Independent Living processes are in compliance with Quality system.
- Meet compliance with all existing legislation and internal policy for WHS and risk management.
- Ensure staff are properly inducted.
- NDIS Plans are current and budgets managed effectively.

3. REQUIREMENTS OF THE POSITION

3.1 Qualifications, Skills and Experience

- A tertiary qualification in Nursing/Disability, Social/ Behavioral Sciences or Administration / Business Management.
- A minimum of 5 years' experience in successfully leading and managing a service team.
- Experience in planning, developing, and managing Business Plans and Budgets.
- Experience in writing policies and procedures.
- Demonstrated experience of having managed a successful program or business.
- Experience in property management and maintenance.
- Experience in financial planning and investments.
- Proven leadership and staff motivational qualities.

3.2 Employment Screenings and Professional Memberships

- DHS Working with Children Check to be renewed every five years

3.3 Special Conditions and Requirements

- Occasional work out of normal hours may be required with intra State travel required.
- Orana may require you to carry out other duties as directed that are commensurate with the skills and competencies of the classification level
- Current Driver's Licence permitting driving in Australia and willingness if needed to use own vehicle for Orana business

4. REPORTING RELATIONSHIPS

Reports to the Chief Operating Officer and supports team members.

5. AUTHORITY AND ACCOUNTABILITY

Authority to work within the scope of the position description within a team environment.

6. PERFORMANCE STANDARDS

The performance of the incumbent will be measured annually by:

- Achievement is in accordance with Orana Australia Limited's Strategic and Business Plans, and the incumbents Performance Management Program.
- The extent to which position responsibilities are achieved.
- The degree of professionalism, flexibility displayed.
- Reliability, quality, efficiency, and courteousness of services delivered.
- Effective teamwork and contribution to the achievement of team goals.
- The extent to which position responsibilities are achieved, i.e.:
 - 100% achievement of Recognition and Review meetings on an annual basis
 - <5% vacancy at any time
 - 100% of client plans are implemented on annual basis with positive client outcomes
 - 95% client and staff satisfaction
 - 95% medication incidents
 - 100% budget compliance
 - Nil LTIs
 - Nil major non-conformances against relevant quality systems
 - 100% timely and accurate invoicing (management of NDIS, SIL and SDA budgets)
 - Records management in accordance with Orana and legislative requirements

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.

In signing this document, I confirm that I have read, understood and acknowledge the Position Description for this position and agree to operate within its bounds.

PRESENT INCUMBENT :
PRESENT INCUMBENT SIGNATURE :
DATE OF APPOINTMENT :
VERSION NO : 1
DATE ISSUED : January 2021
EXECUTIVE MANAGER APPROVAL : Maria Maieli

Purpose

Orana provides people with disability the opportunity to live and work within their local community, fulfil their dreams and become valued and productive community members.

Vision

Contributing to a socially inclusive community.

Mission

Creating responsive and sustainable partnerships that empower our clients within the community.