**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Team Leader Physiotherapy</th>
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<tbody>
<tr>
<td>Award:</td>
<td>Employed under the terms and conditions of the Health Services Union Health Professionals Multiple Enterprise Agreement 2009</td>
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<tr>
<td>Classification:</td>
<td>Grade 3 (Yr level according to experience)</td>
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<td>Reports to:</td>
<td>Senior Manager Allied Health</td>
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<tr>
<td>Unit:</td>
<td>IECHS Allied Health Team, Physiotherapy Department</td>
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<tr>
<td>Location:</td>
<td>Predominantly at our Hawthorn site but will be required to work at other IECHS sites</td>
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<tr>
<td>Mode of Employment:</td>
<td>Full Time, Ongoing Permanent</td>
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<tr>
<td>Hours of Duty:</td>
<td>8.30 – 5.00pm Monday – Friday (1/2 hr for lunch)</td>
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<tr>
<td>Working with Children Check required:</td>
<td>Not a requirement for this position</td>
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<tr>
<td>Medicare Provider number required:</td>
<td>Not a requirement for this position</td>
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<tr>
<td>Professional Registration required:</td>
<td>Yes, registered with AHPRA</td>
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<tr>
<td>Police Check required:</td>
<td>Yes, upon appointment</td>
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<tr>
<td>Driver’s Licence required:</td>
<td>Yes, current Victorian driver’s licence</td>
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**ORGANISATION OBJECTIVES**

Inner East Community Health is an integral part of the Cities of Boroondara and Yarra. With three convenient locations in Ashburton, Hawthorn and Richmond, we strive to deliver a wide range of health and aged care services to all in need regardless of age, social status or the ability to pay.

We are a community organisation and caring is at the centre of what we do. We coordinate care for complex and chronic conditions making our service easier to navigate for individuals who need extra support. We also work within the community to address more broadly the issues
which can lead to ill health and we operate a range of health education and disease prevention programs by ourselves and with our community partners.

SCOPE AND OBJECTIVES OF ROLE

As Team Leader within the Physiotherapy (PT) department to provide professional and clinical leadership through internal consultation and liaison with colleagues both within the Physiotherapy Team and the larger multidisciplinary ICHS Team around PT services and issues.

To be the key liaison between the PT team, Allied Health Managers and other internal and external services.

To provide an efficient, high quality, evidence-based, Physiotherapy service (including external and centre-based individual and group programs) to eligible clients working in an Active Service Model approach.

KEY DUTIES AND RESPONSIBILITIES:

Service Delivery & Development

1. Provide professional guidance and direction for Physiotherapists, Exercise Physiologists, Allied health assistants and Volunteers in the performance of their duties.
2. Co-ordinate the administrative duties for the Physiotherapy team including review of policies and procedures and daily HR tasks.
3. Undertake Physiotherapy with eligible HACC clients including those with neurological or intellectual disabilities and other chronic and complex conditions.
4. Work with ICH Managers and department colleagues to develop the Physiotherapy service internally and externally including assisting with co-ordination of integrated private services within community health.
5. In collaboration with other ICH clinical staff and management, review the content of Physiotherapy groups, Planned activity groups (PAGs) and individual programs and make service changes based on the outcome of these reviews.
6. Develop and foster professional relationships with other providers and agencies in the community to ensure that effective referrals and sustainable self-management programs e.g. strength and balance programs, for clients are offered.
7. Participate in client care meetings/department meetings for the purposes of care planning, case conferencing and review as relevant.
8. Participate in clinical supervision of Physiotherapy students and from time to time other health professional students.
9. Liaise with ICH service co-ordination team, reception, medical, nursing and allied health staff and managers on Physiotherapy related matters.

Administration & Reporting

Co-ordinate basic HR within the Physiotherapy department including meetings, timesheets and annual leave.

Ensure that appropriate administrative and reporting practices are fulfilled in accordance with ICHS policies and procedures including: client stats and appointments, maintaining accurate client records and client confidentiality and collecting statistical data as required.

Health Promotion & Education
Participate in health education and illness prevention programs.

**Professional Development**
Maintain professional development through the establishment and implementation of an agreed annual individual professional development plan and adhere to the AHPRA code of ethics.

**OCCUPATIONAL HEALTH AND SAFETY**
Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in OH&S training where required.

**CONTINUOUS QUALITY IMPROVEMENT**
Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews as required.

**OTHER REQUIREMENTS**
Security Check – IECHS is required to carry out a Police Check prior to finalisation of appointment.

**STANDARD OF CONDUCT**
To follow the policies and procedures of IECHS applicable to the maintenance of good order and conduct.

To maintain a harmonious and courteous attitude towards clients, the public and staff.

**KEY SELECTION CRITERIA**

**Mandatory Qualifications/Knowledge/Skills/Experience:**

1. Bachelor of Physiotherapy or equivalent tertiary qualification including eligibility for membership of the Australian Physiotherapy Association and current AHPRA registration.
2. Experience in leading a team of allied health professionals including performance of administrative duties within the team.
3. Experience in co-ordinating a community based Physiotherapy service within a multidisciplinary setting including experience working with a broad range of clients from varying CALD and socioeconomic backgrounds who present with a variety of functional impairments including neurological disorders and intellectual disabilities.
4. Knowledge of self-management approaches to the management of chronic conditions and implementation of care plans for clients which may include: health coaching, strengths-based practice and the Active Service Model approach.
5. Experience in supporting and supervising Physiotherapists, Exercise Leaders/physiologists, Allied Health Assistants and Volunteers.
6. Ability to work autonomously, make decisions, organise own workload, set priorities and meet deadlines.
7. Working knowledge of the State Wide Equipment Program (SWEP).
8. Well-developed written and verbal communication skills.
9. Licence to drive a motor vehicle.
Desirable Qualifications/Skills/Experience:
1. Proficiency with TRAK, MS Word, Excel, Outlook and Power point
2. Fluency in a language other than English.

Further information can also be obtained by contacting Danusha Lahde, Senior Manager Allied Health, phone (03) 9818 6703 or email danusha.lahde@iechs.org.au.

I have read and understand the above Position Description:

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Signed Name Date