

## POSITION DETAILS

<b>Title of Position:</b>	Lead Allied Health Professional
<b>Reports to:</b>	Manager Allied Health
<b>Section:</b>	School Quality and Performance
<b>Team:</b>	CILAH
<b>Number of Direct Reports:</b>	1 - 5
<b>Classification:</b>	Level G1

## BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy, *Towards 2027: Expanding Horizons and Deepening Practices*.

A key focus is the CESA Improved Learning through Allied Health (CILAH) program which will utilise allied health expertise by deploying allied health professionals from the regulated disciplines of Occupational Therapy, Psychology, and Speech Pathology in CESA schools to strengthen inclusion and equity for students with disability through excellence in teaching and learning.

Within the CILAH program, Occupational Therapists will focus on emotional self-regulation and contribute to wellbeing and functional intervention.

Psychologists will focus on psychological and social wellbeing, emotional and cognitive development, and contribute to wellbeing and social skill interventions.

The focus for Speech Pathologists will be on assessing and supporting communication, speech, and language development, and contribute to development and evaluation of speech and language interventions.

The work of Allied Health professionals in CILAH operates at the intersection between clinical/therapeutic and educational approaches and goals by providing direct and indirect services in an educational context. At this intersection, CILAH makes critical contribution to extending schools' and teachers' knowledge, skills, confidence, and capability inclusive student learning.

## POSITION OVERVIEW

The Lead Allied Health Professional (Lead AHP) position leads multidisciplinary clinical teams of Occupational Therapists, Psychologists and Speech Pathologists and the Administration Officer and is professional and clinical lead for a CILAH Outreach Service.

The position oversees and coordinates the professional relationship between the CILAH Outreach Service and the School Leaders, teachers and staff in a cluster of schools by assessing and triaging school referrals and allocating work to the allied health professionals.

Additionally, the position manages staff, finances, and quality improvement activities, including implementation of evidence-based operational and clinical practices, procedures and protocols, risk management, information management, data collection and dissemination, quality improvement activities, and research and evaluation projects that support the delivery of care and the knowledge base within the CILAH Outreach Service team.

## **SIGNIFICANT WORKING RELATIONSHIPS**

- Manager Allied Health
- Allied Health Professionals
- School Performance Leaders
- Learning and Curriculum team members
- School Principals
- CILAH Key Contacts
- Education Support Officers
- Outreach Service Administration Education Support Officer
- Diversity and Inclusion team members
- School and System Improvement team members
- Teachers

## **KEY RESPONSIBILITIES**

### **LEADERSHIP & OPERATIONS**

- Lead and be accountable for the day-to-day direct and indirect service delivery of the CILAH Outreach Service through effective assessment, triage and allocation of referrals from schools for allied health services to achieve program outcomes.
- Deliver strategic business plans, provide effective services and meet CILAH budget and strategic targets.
- Effectively manage a professional multi-disciplinary high performing team ensuring cohesiveness, positive team dynamics and client and stakeholder relationships are maintained.
- Ensure the CILAH Outreach Service remains compliant with all professional and ethical obligations including confidentiality, record keeping and reporting responsibilities.
- Ensure quality professional relationships between CILAH practitioners and schools accessing the CILAH services remains collaborative and constructive and effectively meets identified needs and priorities.
- Actively lead quality and safety improvement to ensure CILAH practitioners work within the CESA Clinical Governance Framework.
- In conjunction with the Manager Allied Health and other stakeholders, plan, lead, evaluate and implement service development strategies to improve service performance, including access, efficiency, and quality.
- Work collaboratively with other professions, service providers and CESA sections working with students with disability to improve learning and wellbeing outcomes.
- Identify and report service risks using available risk management systems, and implement mitigation and management strategies, working in close collaboration with senior clinicians, the Manager Allied Health, Principals and other Senior Leaders.

### **BEHAVIOURAL**

- Recognition of our connection to the Catholic Church and it's faith.
- Develop strong internal relationships, delivering a high level of customer service.
- Build and maintain strong working relationships with and between internal and external stakeholders.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion, and cross functional collaboration to help drive high performance.
- Lead by example; role model desirable behaviours and priorities, demonstrate personal accountability for self-development and for achieving quality and timely results.
- Carry out the role in a professional and ethical manner in accordance with CESA Code of Conduct.

## SELECTION CRITERIA

### QUALIFICATIONS:

- Relevant tertiary qualifications in Occupational Therapy.
- Registration with Australian Health Practitioner Regulation Authority (APHRA, and/or certification with relevant professional regulatory/oversight body: the Occupational Therapy Board of Australia).

#### **Desirable**

- A post-graduate qualification in management, leadership or a related fields is highly desirable.

## KNOWLEDGE, SKILLS & EXPERIENCE

### **Essential**

- Knowledge of the Mission, Values, and Commitments of Catholic Education South Australia.
- High-level knowledge and skills in areas relevant to identifying and addressing the bio-psycho-social barriers to learning for students with disability.
- A strong work ethic and demonstrate ability to be flexible, adaptable and innovative in changing workplace and initiate timely action to address issues and develop and deliver client-focused solutions to complex and non-routine clinical problems with minimal practice supervision.
- Proven ability to work collaboratively with peers, clients, families/carers, other agencies, and community services.
- Exceptional organisational skills to manage time and other resources effectively and efficiently, prioritise work, meet deadlines, problem solve and delegate appropriately.
- Demonstrated ability to implement quality improvement practices and improve managerial, leadership and clinical knowledge and skills.
- Excellent interpersonal and communication (verbal and written) skills, including the ability to express complex ideas, to develop a positive rapport with others, build trust and integrity, and be a pivotal part of a cohesive, successful, high-achieving team.
- Extensive experience as a registered/certified Allied Health professional.
- Demonstrate experience and or transferable skills and knowledge for managing services provided to children and young people with a range of needs.
- Wide experience in providing management, professional and clinical leadership within a multidisciplinary team, balancing clinical service delivery and management responsibilities.
- Experience and/or transferable skills in assessing, triaging and allocating referrals for direct and indirect Allied Health services.
- Experience in allocating resources, setting priorities and ensuring budgets and business processes are managed and met within a complex environment.
- Proven high-level competence in negotiating and managing conflict with colleagues, family/carers, school staff, and relevant others and successfully achieving resolution.

### OTHER CONDITIONS

- Support CESA's Values:
  - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
  - *Respect for the dignity of each person*
  - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
  - *Inclusivity of those at the edges*
  - *Sensitivity, justice, and compassion*
- Participate in good character screening processes.
- Hold a current acceptable Working with Children Check (WWCC) clearance & SAVA Catholic Clearance.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.

- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.