



Position Description

Allied Health Manager

**Wesley Hospitals
May 2022**

Agreement

Signed–Manager

Signed–Employee

Date

Date

Do all the good you can
because every life matters



Allied Health Manager

Wesley Hospitals

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley Hospitals

The Wesley Hospitals has qualified teams of caring professionals delivering expert therapeutic care in a safe and supportive environment to help patients through their recovery through inpatient and day patient programs.

Wesley Hospital provides a wide range of mental health care including:

- drug addiction
- alcohol addiction
- anxiety
- depression
- bipolar disorder
- borderline personality disorders
- schizophrenia
- post-traumatic stress disorder.

3 Overview of role

This position will provide leadership and direction to the Allied Health teams at Kogarah and Ashfield Hospitals in the delivery of innovative, patient centred and effective therapeutic programs.

4 Relationships

Reports to: Head of Hospitals

Direct reports: Therapy Team Leader Kogarah and Ashfield

5 Major role responsibilities

5.1 Our clients

- Reviews and develops program based on qualitative and quantitative data on patient occasions of service

- ensure Therapy services are effective and patient centred
- be a strong ambassador for the Wesley Hospitals team.

5.1.1 Performance Measures

- Satisfaction with services provided by the team through PEX survey results
- group attendance numbers
- referral numbers for individual therapy.

5.2 Our people (our team)

- To ensure that allied health staff practice safely, competently and work within their scope of practice
- ensure recovery and trauma informed approach within team
- create a team culture of inspiration and passion for Wesley Mission
- promote and ensure adherence to Wesley Mission brand by all members of the team
- monitor and manage allocation of activities and resources to support delivery of Wesley Hospitals Business Plan
- ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required
- set KPI's by department and for individual staff members and document within Employee Contribution and Development Plans
- on a quarterly basis, conduct and document individual meetings with direct reports and facilitate feedback to ensure employee satisfaction and performance
- ensure position descriptions for all staff are kept up-to-date and provide staff with clear role expectations, career training and development and career growth opportunities.
- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- identify and recommend opportunities to increase team satisfaction
- attend all scheduled meetings and conduct regular meetings with your team.

5.2.1 Performance Measures

- High staff engagement as demonstrated through staff surveys.
- low staff turnover rates.

5.3 Our operations

- Monitor and implement effective systems improvements to manage therapy services in the hospitals
- monitor contract requirements for therapy services are met
- develop programs using a codesign model
- promotion of program and therapy teams internally and externally
- be an advocate of the Wesley Mission brand, ensuring brand compliance and use of correct templates.

5.3.1 Performance Measures

- Inpatient group program schedule meets contractual requirements

- continuous improvement is actively demonstrated.

5.4 Our financials

- Develop and manage budgets and forecasts
- review income & expenditure statements on a monthly basis and advise manager of any concerns or anomalies.

5.4.1 Performance Measures

- Financial variations are monitored and managed

6 Professional responsibilities

- As directed, other activities to support the delivery of the Wesley Hospitals Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- participate on a quarterly basis in Wesley Mission's Employee contribution and development process
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- ability to engage and inspire a passionate team through clear decision making and the provision of a supportive and collaborative management style
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem-solving skills

- confident professional with strong initiative and business acumen
- displays emotional maturity and resilience.

Essential skills/knowledge

- AHPRA Registered Allied Health Professional Social Worker, Occupational Therapist, Psychologist, Clinical Psychologist or Nurse
- experience in service design and implementation
- proven organisational skills, ability to multi-task, prioritise workloads and meet deadlines and budgets
- demonstrable skills in conflict resolution, change management and financial management
- experience in managing a team and developing team for superior performance
- thorough attention to detail
- excellent written and oral skills, public speaking and presentation capabilities
- outstanding interpersonal skills, flexible, patient and ability to relate well to all levels of society that Wesley Mission interacts with
- proficient computer skills in Microsoft Office.

Desirable skills/knowledge

- Post graduate qualifications in Management or equivalent
- not for profit or cause related management experience
- private hospital experience