



POSITION DESCRIPTION

TEAM LEADER, PATHWAYS PROGRAM (SKILL DEVELOPMENT)

Level & Salary Range	SCHCADS Award (Level 3.1)
Employment Type	Fixed Term, Full Time
Reports to	Pathways Program Manager
Purpose of the Position	
This position is responsible for coordinating the day to day delivery of skill development programs within a day program including supporting participants to determine engagement in various activities through choice and control to support skill development and independence and to access the community to undertake various activities that support inclusion and independence.	
Tasks and Responsibilities	
<ul style="list-style-type: none"> • Undertake the coordination of activities to support the operation of the day program including program schedules, transport logistics and staff rostering • Provide supervision, coaching, mentoring and support for Skill Development Coaches to ensure that quality and individualised support is provided to participants • Ensure staff are completing all documentation requirements within the scope of the role • Deliver person-centred support including ensuring that participants individual personal care needs are met • Ensure that participants are supported and behaviours managed by understanding and implementing individual Personal Behaviour Support Plans • Develop and maintain positive relationships with internal and external stakeholders (including family, guardians and other service providers) • Assist with managing compliance in accordance with NDIS Practice Standards and Carpentaria's Values and Principles of Good Practice • Comply with all Workplace Health and Safety requirements, reportable incident requirements and support Skill Development Coaches to understand Carpentaria's reporting framework 	
Essential Criteria	
<ul style="list-style-type: none"> • Certificate III in Individual Support (Disability) or willingness to obtain • Experience working with people with a disability • Demonstrated experience leading and managing a small team • Excellent interpersonal communication skills (verbal and written) • High level of attention to detail including the ability to identify subtle changes in participants with behaviours • Demonstrated ability to undertake coordination activities to ensure programs run smoothly • Understanding of the NDIS goals framework, WHS and incident management requirements of registered providers • Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, First Aid & CPR Certificate, COVID-19 Vaccination requirements (as per the CHO directions) and NT Drivers Licence 	
Values and Behaviours Required	
<ul style="list-style-type: none"> • Embody Carpentaria's Values and Principles of Good Practice through a human rights based approach. 	

Authorised by the CEO: _____

Date: _____

22/08/2022