

**JOB DESCRIPTION – Allied Health Team Leader**

<b>Date:</b>	December 2020
<b>Position Size:</b>	32- 40 hours per week
<b>Reporting to:</b>	Clinical Manager
<b>Responsible for:</b>	Allied Health Team
<b>Key Relationships:</b>	Leadership Team Clinical Team including– Community Nurses, Inpatient Unit, Medical Team, Quality and Education Team.
<b>Other Functional Relationships:</b>	Volunteer coordinator Administration staff Complementary therapists-external Community Health and Welfare Services SDHB clinical staff Regional hospital services & allied health professionals

**Purpose**

To provide knowledge, leadership, support, and direction to the staff within the Allied Health team, that enables compassionate service and reflects the philosophy, organisational and regional culture in keeping with the core values of quality palliative care.

Ensure that Allied Health Services meet the expected standards of evidence-based practice for their respective professional perspective and support inter professional collaborative practice.

**Primary Objectives:**

- The appointee will bring together the Allied Health team within Hospice Southland and support the staff within to develop a sense of ownership and belonging
- Ensure the delivery of high-quality evidence-based holistic care for all patients and their families, referred to specialist hospice palliative care services.
- Participate in the oversight of the delivery of specialist palliative care services, the ongoing and strategic development of service, continuing quality improvement and staff development.
- Provide leadership and professional advisory services to the clinical staff within Hospice Southland.

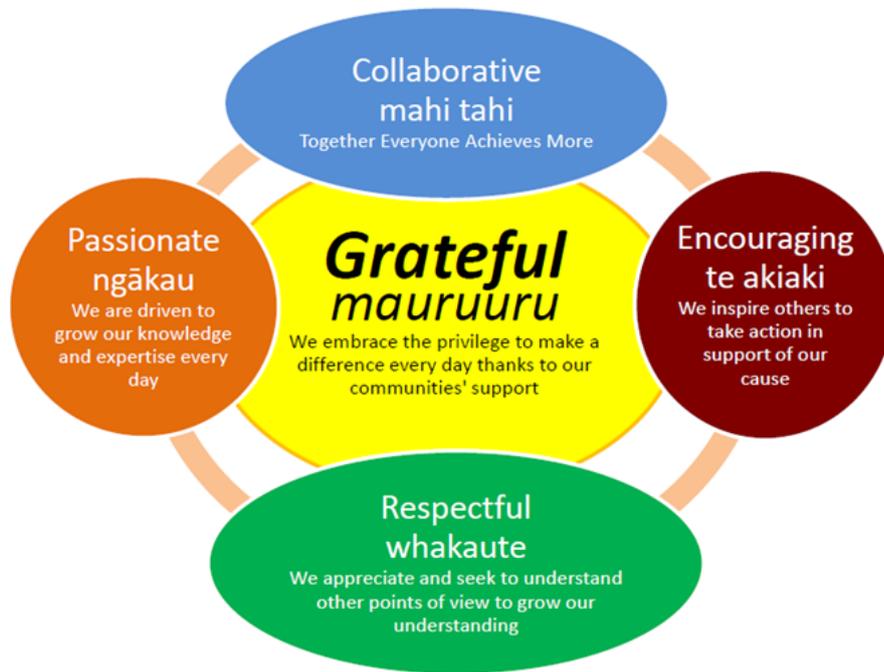
**Treaty of Waitangi**

Hospice Southland acknowledges the Treaty of Waitangi as the foundation document of New Zealand. In recognising the three principles of the Treaty – Partnership, Protection and Participation, we will deliver our services at all levels of the organisation within the spirit of the Treaty.

**Hospice Southland Values**

**Demonstrates and is a champion of our values**

OUR CORE VALUES:



### **Core Duties and Responsibilities**

#### **Clinical Requirements**

- Provide, as part of the Allied Health Team, counselling, and bereavement support services to patients and/or family members who would benefit.
- To ensure, in conjunction with the Medical Director and the Clinical Manager the development and promotion of comprehensive holistic palliative care services for patients and their families, both before and after death.
- Provide leadership within a multidisciplinary team so that team members are supported, mentored, equipped, and resourced to fulfil their responsibilities.
- Contribute to the wider multidisciplinary team by utilising own professional perspective in the discussions around care planning and service delivery for the patients and families receiving palliative care services.
- Attend weekly Multidisciplinary Team meetings to remain in contact with clinical issues for Allied Health Services as they arise from a service delivery and staff leadership perspective.
- Promote and coordinate complementary therapies available at Hospice Southland, including liaising with therapists to arrange treatments.
- Utilise own professional perspective as an allied health professional in the discussions around care planning and service delivery for the patients and families receiving palliative care services.
- Promote a high-quality practice environment that endorses the use of evidence-based practice where feasible.
- Identify areas for change and development and develop plans to achieve these.
- Apply critical reasoning and professional judgment to palliative care practice.

#### **Service Planning and Delivery**

- Continually identify and evaluate systems within the allied health team to maximise the efficacy and value of clinical services and to minimise inefficiencies and resultant costs of service delivery.
- Ensure that there is ongoing evaluation, review, and regular reporting to the Chief Executive Officer around the issues related to service delivery and planning in the allied health team
- Actively contribute to strategic and operational planning of the organisation, participating in the establishment and review of the following important documents for Hospice Southland:
  - Strategic Plan
  - The Annual Operational Plan
  - Hospice Southland Charitable Trust Annual Report.

#### **Financial Management**

Efficient management and use of allocated resources, financial, assets or others is expected – expenditure within budget is essential from all leadership positions in the organisation.

- On an annual basis assist the CEO to prepare an operational business plan and budget, including capital expenditure items for the clinical team to be approved by the Board of Trustees.
- Each month review the clinical team expenditure against the operational budget set and report the variances in expenditure levels and forward to the Chief Executive Officer.

- Payroll
  - On a fortnightly basis, undertake and oversee the internal audit the draft pay sheet to confirm accuracy and to finalise the payroll before payment.

### **Leadership and Management**

- Act as the line manager for the staff in the Allied Health Team including –
  - Bereavement Support
  - Grief Support
  - Living Legacy
  - Day Program
  - Complementary Therapy
  - Social Work
  - Spiritual Support
- Represent and advocate for allied health staff needs at the Leadership Team level and at a governance level.
- Ensure coordination of allied health programs and services including –
  - Remembrance Services
  - Grief Groups
  - Family Care Program
- Build leadership within the team by role modelling and appropriate delegation of tasks and responsibilities
- Ensure regular meetings with the team, and one-on-one meetings with individual team members, are held and documented
- Ongoing mentoring and coaching of team members
- Promote a high-quality practice environment that encourages learning
- In consultation with the Chief Executive Officer, the Service Development Officer, and members of the Leadership Group, actively participate in the review and preparation of Hospice Personnel policies, procedures
- In conjunction with the Leadership Team be responsible for the recruitment of suitably qualified staff within the allied health team, adhering to Hospice Southland recruitment procedures.
- Ensure new staff undergo a comprehensive orientation programme and receive the training necessary for effective performance of their responsibilities
- Manage the performance of staff and volunteers in line with the performance management philosophy and policy of Hospice Southland.
- Maintain a sense of cohesion and collaborative teamwork across the clinical group with effective working between health professionals, support staff and volunteers for the benefits of the patients and their families.
- Provide ongoing training and education opportunities for all clinical staff in conjunction with the Hospice Southland In-service Education Coordinator

### **Communication**

- Improve community awareness of the specialist palliative care service by engaging with community and health groups throughout the region.
- Establish and maintain professional and clinical relationships with agencies relevant to the hospice palliative care service.

### **Service Development & Risk Management**

- Actively participate in service development initiatives, working parties and audits, recognising the policy and principles of continuous quality improvement through all activities of the organisation at all levels.
- Actively contribute as a member of the Service Development Committee to the review and development of policies and procedures related to the delivery of hospice palliative care services on an ongoing basis.
- Ensure that all incidents and reportable events are managed according to the organisation's policy and procedures, and regularly attend and contribute to the reportable events review meetings
- Develop a research culture within the service.

### **Health & Safety in the Workplace**

- Observe and practice safe work methods, using safety equipment where provided, and complying with organisational policy and procedure.
- Proactively report and remedy any unsafe working condition, incident or injury to the Chief Executive Officer or Health & Safety Officer.
- Identify a staff representative for the allied health team for the organisation wide Health and Safety Committee.
- Ensure all staff are undertaking regular and ongoing clinical supervision as part of the Organisation's policy and response to the known hazards in the Hospice Palliative Care work environment

### **Professional & Personal Development**

- Be aware of own workload pressures, own unique responses to stress and maintain a strategy for effective personal management of the same.
- Demonstrate emotional intelligence by use of effective reflective practice tools.
- Undertake monthly clinical supervision in line with the Hospice Southland policy.
- Establish and review ongoing performance objectives for own development of skills and practice in leadership and management.
- Professional accountability maintained by practice in accordance with relevant legislation and professional standards.
- Identify opportunities to further develop skills and areas of expertise related to the position held within Hospice Southland.
- In line with policy, participate in the provision of in-service education to staff groups in regard to areas of skill expertise and/or interest and will work with the education team delivering education to health providers and community groups
- Maintain a professional portfolio that is appropriate for the requirements of individual professional body including, but not limited to, evidence of attendance and/or competency in relation to approved study leave.

**Person Specifications**

**Position Title:** Allied Health Team Leader

The appointee to this position will meet all or most of the following criteria

**EXPERIENCE:**

**Essential Criteria-**

- Counselling experience, preferably in the field of grief and loss
- Significant experience in the management of administration and clinical management of a clinical team
- Experience in the budgeting and operational planning, monitoring and review processes.
- Experienced leadership with proven ability to inspire, motivate and develop others.

**Desirable Criteria -**

- The appointee will have experience as an allied health clinician in a palliative care and/or medical surgical, oncology, aged care setting
- Some experience in strategic planning, risk management and change management would be desirable.
- Experience in the management of a health service at a senior level.
- Experience and willingness for public speaking.

**EDUCATIONAL:**

**Essential Criteria-**

- Registered Counselling Psychologist with a current practising certificate **OR**
- Counsellor registered with NZ Association of Counsellors **OR**
- Social Worker registered with the ANZASW.... but must have significant training and/or experience in counselling and/or therapeutic interventions and/or bereavement care.
- The appointee must maintain a current practising certificate.
- Be competent operating a personal computer and have sound working knowledge of the Microsoft software suite. An ability to master dedicated software such as the computerised Patient Management System utilised within Hospice Southland.

**Desirable Criteria -**

- A post-graduate qualification in Palliative Care or be working towards the same, continuing to attend relevant training courses.
- Completion or be working towards the attainment of management and/or leadership qualifications such as, but not limited to the NZIM Diploma in Management.

**PERSONAL ATTRIBUTES:**

- A personal leadership style that encourages within the staff a sense of cohesion and motivates and encourages a positive working culture.
- Exhibit a personal style of management that reflects a strong awareness of personal strengths and limitations.
- Sensitivity to individual and cultural differences.

- Well-developed advocacy skills in respect of patients/family members and staff alike and be able to identify and manage ethically the inherent conflicts of interest and need that will arise.
- Excellent change management skills and ability to lead others through change.
- Ability to effectively delegate to other staff, and colleagues.
- Ability to work autonomously and collaboratively with the Hospice Leadership Group and the wider organisation.
- Prepared to work in the spirit of the Hospice philosophy where so many people give freely of their time – demonstrates a willingness to contribute on a voluntary basis to the mission and vision of Hospice Southland.
- A healthy sense of humour and fun

**Signatures**

**Managers Name**

**Signature**

**Date:**

**Position Holders Name**

**Signature**

**Date:**