

# Position Description

**Position Title:** Accommodation & Respite Team Leader  
**Location:** Barkuma Accommodation & Respite  
**Reports to:** Accommodation & Respite Manager

## About Barkuma

Barkuma is a not-for profit organisation that provides a range of services to assist people with disability. For over 50 years, Barkuma has provided an environment of self-determination that opens up a lifetime of limitless learning and opportunity. Together, we establish the capacity and confidence to transition out of high school and continue to build a lifetime of independence that makes quality employment and accommodation outcomes possible.

**Our Aspirational Goal:** To be a leading provider of high-quality employment, transition, and in-home supports for current and future Barkuma customers.

**Our Purpose:** To partner with people on the journey to their best life.

## Barkuma Staff Behaviours

<b>Bold</b>	Confident, consistent, and courageous in everything we do.
<b>Accountable</b>	Open, transparent, and work to agreed timelines and budgets.
<b>Resilient</b>	Flexible and support one another to bounce back from difficult situations.
<b>Knowledgeable</b>	Well informed and share information readily with our peers.
<b>Unified</b>	Committed to working collaboratively to achieve our stated purpose.
<b>Mindful</b>	Observant, attentive and show regard for one another and our teams.
<b>Agile</b>	Change agents and believe that change, renewal, and continuous improvement are important to our success.

## Purpose

The Team Leader is responsible for the day-to-day leadership, support and mentoring to a team of Support Workers and customers to achieve their life goals in their home and community.

## Accountability

- Work with Manager, Accommodation and Respite to ensure delivery of appropriate level of service and support by assisting organisational capability (e.g. workforce planning, training and development).
- Point of contact to build and develop professional relationships with customers, their supporters and stakeholders including government agencies.
- Ensure services are centred on customers and their funding agreement, assisting them to maintain maximum control over their own lives.
- Promote a positive, engaged and collaborative culture within the team.
- Continuous review and improvement of service delivery.
- Oversee the delivery of day-to-day service to customers.
- Support team members in training and using systems.
- Promote and support a Person Centred approach.
- Support development of appropriate, documented planning for clients.
- Support the decisions and directions of Barkuma, while advocating for customers rights and needs.
- Actively promote effective liaison with other departments to optimise positive results for the organisation and encourage collaboration.
- Promote and implement policies and procedures in relation to anti-discrimination legalisation, equal opportunity and the prevention of Bullying and Sexual Harassment in the workplace.

# Position Description

- At all times, behave in a manner, which is conducive to the values and expected behaviours at Barkuma.
- May be required to undertake Support Worker duties when needed.
- Any other reasonable duties as requested by the Area Manager, Accommodation and Respite Supports.

## Work Health and safety responsibilities

- Conduct yourself in a manner that does not expose yourself or others physical or psychological risk.

## Quality Assurance responsibilities

- Adhere and advance Barkuma’s Quality management Systems.

## Skills and Abilities

- Understanding and knowledge of person centred support.
- Knowledge of and direct support experience with people who have an intellectual disability.
- Minimum 3 years’ experience supervising team members in Community Services (or similar).
- Previous experience in rostering in Community Services setting (or similar).
- Strong administrative, organisational and self-management skills.
- Ability to operate independently with limited direction or supervision.
- Excellent written and verbal communication skills with a high-level attention to detail.
- Strong interpersonal and relationship building skills with the ability to influence and foster collaborative working relationships at all levels.
- Proficiency in MS Office applications;
- Ability to work under pressure, be flexible, manage competing priorities and meet deadlines.
- Demonstrated commitment to team work supporting, cooperating and working with colleagues to achieve an overall objective.

## Qualifications, Certification

- Certificate IV in Disability or Community Services and Certificate IV in Frontline Management; or similar.

## Special Conditions

- Ability to work and travel across different Barkuma sites.
- Work rights for Australia.
- Current NDIS Worker Screening or DHS Disability clearance (or willingness to obtain).
- NDIS Quality and Safeguards Worker Orientation Module (or willingness to obtain).
- After hours/weekend will be required.
- Current Australian Driver’s Licence and comprehensive motor vehicle insurance.

I confirm that I have read, understood, and agree to comply with the scope and duties of Position Description.

Name (insert here) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 2021

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### HR Use Only: Amendment Record

Version Number	Amendment	Amended by	Date
1.0	New role		
2.0	Amended	Executive Manager Accommodation Programs & Outcomes	September 2021