

**Position Description**  
**Development Manager Day Services- Karingal Konnections**

**KARINGAL MISSION**

*To provide quality services that improve the lives of individuals*

Karingal is a community service organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan Melbourne and Regional areas in Victoria.

**Karingal Community Living**

Through partnerships with people with a disability, their families and the community, Karingal Community Living creates opportunities and choices that inspire and enable the achievement of personal goals.

**Konnections**

Konnections is a progressive and client focused disability service which offers day programs, respite support and leisure activities for children and adults and shared supported accommodation for people who reside within the Mornington Peninsula Shire and the City of Frankston.

**Position Specifics**

<b>Position objective:</b>	To provide effective operations and day to day management in the implementation of creative, integrated and community focused supports and services to specific day services areas that are consistent with the mission, core business and strategic directions of Konnections.
<b>Reports To:</b>	Manager Konnections
<b>Division:</b>	Karingal Community Living (KCL)
<b>Branch:</b>	Karingal Konnections
<b>Primary Location:</b>	Konnections Head Office – Rosebud and Frankston
<b>Employment status (F/T, P/T):</b>	Full time
<b>Probation:</b>	All positions are offered with 6 months probationary period
<b>Classification &amp; conditions:</b>	Common Law Contract
<b>Remuneration:</b>	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions. Superannuation is paid at 9%

**Position Responsibilities & Duties**

**Scope of Responsibilities**

Konnections supports more than 150 people with a disability and their families, has 80 staff (50 EFT) and 50 volunteers and various sites across the Mornington Peninsula.

The Konnections DM Day Services is responsible for the day to day management of day services within their delegated geographical area eg. Rosebud, Mornington and Frankston. This includes the provision of day support to people with a disability (eg. Mind Body and Community Program) and Business Programs (Hospitality, Horticulture, Assembly etc.). Area of responsibilities include:

- Manage the day to day and operational issues related to day services including the work skills programs. This includes the timely submissions/approval of timesheets, personal and vehicle expense claim forms, accounts payable and receivables related to specific program areas etc.
- Act as the main point of contact for parents/carers of clients in the DMs specific program areas

- Follow up on queries related to payment of fees and transport costs raised by parents/carers in the DMs specific program area
- Oversee the recruitment, selection and professional development including staff meetings and Supervision meetings related to specific program areas.
- Oversee the day to day management of volunteers in the DMs specific program areas
- Consult and negotiate with government and non-government agencies, professionals and community members as related to program areas eg. DHS HACCC Liaison Officer and/or PASA and Network Meetings.
- Raise major client, staff, volunteer and external key stakeholder issues with Manager Konnections.

### **General**

- Provide day to day management of community services and supports in delegated program areas.
- In consultation with Manager Konnections, design, implement and modify service delivery to meet the changing needs of current service members and to meet the needs of emerging groups and clients as related to program areas.
- Development, evaluation and review of clients Individual Support Packages as related to program areas.
- Operate effectively in terms of quality and quantity of output under pressure from strict timelines, service delivery imperatives, workload demands and available resources
- Establish and maintain effective working relationships with members and other agencies as related to specific program areas.
- Use and operate PC based software packages and confidently enter and extract data effectively and accurately.

### **People Management**

- Manage the recruitment, coordination, supervision, performance management and professional development of staff and volunteers as related to specific program areas.
- Ensure workplace practices in specific program areas are conducted in accordance with Occupational Health and Safety legislation and Karingal policies and procedures.

### **Resource Management and Compliance**

- Ensure program areas are delivered in accordance with the Victorian Standards for Disability Services and within Victorian and Commonwealth Legislation
- In consultation with Manager Konnections, consult, negotiate and liaise with government and non-government sector agencies and develop and maintain effective working relationships with other carers/families, other professionals, businesses and community organisations as related to specific program areas.
- Provide day to day management of specific program areas that are cost effective and efficient services ensuring that services are provided within allocated resources.
- Report to Manager Konnections on major issues related to buildings, vehicles and equipment related to specific program areas.
- Preparation and timely delivery of accurate and comprehensive reports and assist with service submissions and tenders related to specific program areas.

### **Continuous Improvement**

- Identify the need for and assist with the development of organisational policy, strategic planning and program development
- Represent the organisation on relevant committees and membership local networks as related to specific program areas eg. Volunteer program, HACCC, DHS etc.
- Participate in and influence processes that negate barriers experienced by people with disabilities accessing their community.
- Assist with strengthening community partnerships and inclusive community options

### **Other duties as directed by Manager Konnections**

- Other portfolio responsibilities as negotiated with the Manager Konnections

### Measurable Results & Outcomes

- Successful day to day management of high quality services to existing and potential clients related to specific program areas.
- Assisting with the development and implementation of a Konnections Business Plan - fostering innovation and continuous improvement and growth in client services and community involvement and related to specific program areas.
- Evidence of positive relationships with government and non-government agencies, professionals and wider community related to specific program areas.
- Demonstrated audit compliance related to specific program areas.
- Accurate and timely reporting to internal and external stakeholders related to specific program areas.
- Successful proactive management and development of workforce including team development, performance management, workforce planning, supervision and support to staff related to specific program areas.
- Effective allocation of resources to achieve specific program targets and budgets.

### Key Selection Criteria & Skills/Attributes

<b>Essential:</b>	<ul style="list-style-type: none"> <li>▪ Relevant qualification in disability and/or community Services</li> <li>▪ Experience in not-for-profit/community services sector</li> <li>▪ Proven ability to succeed in a team leadership role</li> <li>▪ Experience/skills in program development , implementation, coordination and review</li> <li>▪ Program and problem solving skills with a proven ability to work autonomously</li> <li>▪ Interpersonal skills</li> <li>▪ Analytical, negotiation and time management skills</li> <li>▪ Oral and written communication skills</li> <li>▪ Proficiency in operating PC based software packages</li> <li>▪ Current Victorian drivers licence</li> <li>▪ Successful completion of police check</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>▪ Qualifications in Frontline Management</li> <li>▪ Experience in community and/or business development</li> <li>▪ Demonstrated experience in networking and negotiating with government and non government agencies, funding bodies and services</li> <li>▪ Demonstrated ability to work as part of multidisciplinary team</li> </ul>

### Application Details

<b>Application instructions:</b>	Please send applications including cover letter and current resume to Karingal via email or post as below.  Late applications will not be accepted.		
<b>Email:</b>	<a href="mailto:jobs@karingal.org.au">jobs@karingal.org.au</a>	<b>Postal address:</b>	Konnections 25 Leon Ave Rosebud 3939 Att: Ms Sonia Berton Manager
<b>Contact person:</b>	Ms Sonia Berton Manager Karingal Konnections PH: 5986 8118		
<b>Closing date:</b>	C.O.B Monday 9 <sup>th</sup> August 2010.		

***“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.***

Please visit our website for more information: [www.karingal.org.au](http://www.karingal.org.au)