

Position Description

Position Title	Manager Community Home Care Services
Position Number	30011742
Division	Community and Continuing Care
Department	Community Home Care Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 6
Classification Code	HS6
Reports to	Director, Community Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Drivers Licence - Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group. This role leads, manages and develops the CHCS team in line with the Bendigo Health Strategic Plan and the program Business Plan.

The Manager provides leadership for the Community Home Care Services (CHCS) workforce with the aim to:

- Deliver quality Home Care Services, working in partnership with carers;
- Develop and implement strategic systems and processes that enhance service provision;
- Establish and maintain a collaborative partnership with key stakeholders and providers;

- Manage an effective budget with financial systems management;
- Foster community development leadership and participation.

The service operates in the context of reform with the expectation the manager leads the program through reform requirements.

Responsibilities and Accountabilities

Key Responsibilities

- Provide leadership and direction for CHCS, ensuring high quality service and integration with other services both internal and external to the organisation throughout the Loddon Mallee Region
- Develop, implement and continually improve a consumer-focused approach to service delivery
- Develop and maintain processes and systems, which demonstrably lead to improved service integration and better carer outcomes
- Develop and implement strategies to meet funding targets, maximise cost efficiency, and ensure quality service provision
- Build and monitor the CHCS budget, with accountability to funding and targets
- Ensure service compliance with funding body guidelines and requirements, including reporting
- Maintain comprehensive knowledge of relevant awards, legislative requirements and health industry developments
- Advise, and provide support to, the Director Community Services regarding operational and strategic matters that may impact performance or require attention
- Ensure CHCS collaborates with operational units within and external to Bendigo Health to optimise outcomes for clients and carers
- Ensure CHCS is actively represented at relevant internal and external forums
- Ensure CHCS has a functioning and effective business plan and appropriate systems for monitoring performance, meeting KPI's and budgets
- Provide support, coaching and supervision for CHCS direct reports
- Maintain strategic approach to recruitment and retention of appropriately credentialed staff
- Liaise with other service providers and maintain sound relationships with program funding bodies
- Ensure CHCS engages with Community and Continuing Care Division initiatives

Key Selection Criteria

Qualifications

1. Tertiary qualifications in health and/or suitable management experience within a health care setting.

Essential

2. Demonstrated recent experience and achievement in program management in the health sector
3. Proven ability to lead, motivate and support a team in an environment of change
4. Demonstrated skills in complex budget planning, management, compliance and reporting
5. Demonstrated knowledge and experience in service development, strategic planning and problem solving
6. Demonstrated knowledge and experience in quality processes and activities to enhance customer focus and client outcomes
7. Demonstrated analytical skills and ability to identify and address service gaps and trends

8. Excellent interpersonal and communication skills, including high level collaboration and negotiation with key stakeholders both within and external to the organisation
9. The ability to meet deadlines and schedules and to set goals and objectives as required

Desirable

10. Completion or working towards qualification in management and/or a relevant clinical discipline.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.