

## Role Description Area Manager

The Area Manager is responsible for the effective and efficient management of the Centre to which they are assigned. This will include;

### Planning and Reporting

- The Area Manager reports directly to the CEO and Head of Intervention Services (HIS).
- Provides feedback to the area Parents & Friends Committee (P&F) on a regular basis regarding activities in and affecting the area centre.
- Prepares Annual Operations Plan and budget in collaboration with CEO and HIS
- Provides written and verbal feedback as requested e.g. Annual report preparation.
- Participates in development of funding submissions in consultation with CEO, HIS and Fundraising Manager.

### External Networking

- Representation on local area networks e.g. Early Childhood Intervention Co-ordination (ECIC) committees and other DADHC and Family First projects
- Liaison with the local Department Aging Disability and Home Care (DADHC) Project Officer and other DADHC staff as required.

### Leadership

- Provides all families with opportunities to participate in all aspects of their centre.
- Facilitate the involvement of Lifestart supporters in area specific and Lifestart activities.
- Facilitate the integration of staff disciplines and skills to work in a transdisciplinary and family centred model

### Program Development and Management

- Ensure that all programs are consistent with Lifestart's commitment to providing evidence based "best practice" early intervention program for children and families
- Oversee program development and implementation across the transdisciplinary team.
- Ensure that program activities and services provided by staff to families reflect the guidelines outlined in the NSW Disability Standards in Action document (DADHC).
- Establish and integrate knowledge about the needs of the current families for services when developing future directions in program planning.
- Develops centre programs and activities that are consistent with the Lifestart program philosophy, program requirements and that are responsive to the needs of the local area.

## Staff Management

- Management of centre staff ensuring the commitment to the Lifestart philosophy and to working within a transdisciplinary, family centred model of service delivery.
- Provide staff with opportunities to access regular feedback, mentoring and professional support that is responsive to the individual needs of the staff.
- Coordinate the staff appraisal and planning process within the centre in collaboration with the HIS and HR manager.
- Monitor staffing needs and workload to best support both the wellbeing of the families and the team.
- Monitor output and performance in line with the Lifestart policies.
- Provide ongoing support and management of Volunteers

## Clinical Skills

- Manage a small clinical case load.
- Development of Individual Family Service Plans (IFSPs) and Individual Education Plans (IEPs) in collaboration with the family, staff and other support services.
- Demonstrate cultural awareness and sensitivity when working with children and families from culturally and linguistically diverse (CALD) backgrounds including families from Aboriginal or Torres Strait Islander ATSI backgrounds.
- Implementing strategies within Lifestart to support the inclusion of families from CALD and ATSI backgrounds in the Lifestart program.
- Working in collaborative partnerships with the family, staff and other community support services (Long Day Care, Pre-school) to ensure the best outcomes for the child and family.

## Standards

- Demonstrate knowledge of Equal Employment Opportunities (EEO), OH&S principles and the Disability Service Act (DSA)
- Maintain ethical and legal boundaries with clients, families and co-workers
- Maintain Duty of Care, confidentiality
- Support the rights of children and their families
- Empower children and their families
- Comply with all Lifestart Policy & Procedure