
ATSS Manager Job Profile

CHCDIS4A Design procedures for support Elements

Assess the person with a disability for personal support requirement
Design individual personal support procedures
Implement individual personal support procedures

CHCDIS11C Co-ordinate disability work Elements

Demonstrate commitment to high quality services for people with disabilities
Support rights, interests and needs of people with disabilities
Develop and implement a framework for quality service delivery

CHCAD3A Undertake systems advocacy Elements

Obtain, analyse and document information relevant to the needs of clients as a community of interest within the general community
Work with customer, service users, services and other stakeholders to develop strategies to address identified needs
Advocate for and facilitate the implementation of strategies developed to address the needs of clients with specific needs

CHCADMIN4B Manage the organisation's finances, accounts and resources

Elements

Implement budget processes
Establish and implement systems for financial management and reporting
Manage the use of funds
Develop and recommend funding options
Develop and implement resourcing proposals to meet operational needs
Monitor resource usage and performance
Manage property, equipment and stores

CHCCOM4B Develop, implement and promote effective communication techniques

Elements

Contribute to the development of effective communication strategies
Represent the organisation to a range of groups
Facilitate group discussions
Produce quality written materials
Conduct interviews

CHCNET4A Work with other services

Elements

Identify and maintain links with relevant services
Provide relevant information to services
Work with and support community services organisations to deliver appropriate services to people in need.

CHCOHS501A Manage workplace OHS management system

Elements

Establish and maintain participative arrangements for the management of OHS
Establish and maintain procedures for identifying hazards, accessing and controlling risk as well as dealing with hazardous events
Establish and maintain an OHS induction and training programs
Establish and maintain a system for OHS records

CHCORG7B Manage workplace issues

Elements

Manage staff planning and recruitment
Manage work allocation
Evaluate workgroup effectiveness
Implement disciplinary procedures

CHCORG9B Manage projects and strategies

Elements

Consider the need and scope for the project/strategy
Prepare a project plan
Identify and acquire resources to make implementation of project plan possible
Promote and advertise project/strategy
Manage implementation of project/strategy
Evaluate and report on project/strategy

CHCORG11B Lead and develop others

Elements

Provide leadership, direction and guidance to the organization
Maximise own performance outcomes
Manage effective work relationships
Manage and improve the performance of individuals
Support, participate and review group development
Support and develop managers

CHCORG16B Manage training

Elements

Maintain training records
Report and adviser on training
Manage training expenditure and resources
Maintain training activities within organisational and legal requirements

CHCORG19B Develop and maintain the quality of service outcomes

Elements

Evaluate the outcomes of clients accessing the service
Plan and implement changes/strategies to improve outcomes
Ensure client service standards and codes of practice
Manage quality assurance processes

CHCORG20A Promote and represent the service

Elements

Promote community awareness of the clients, their needs and their importance
Promote the service to increase its profile in the community
Represent the service
Respond to negative publicity and perceptions, as required

CHCORG22A Contribute to service delivery strategy

Elements

Carry out work activities according to organisational procedures
Contribute to implementation of service delivery

CHCORG24B Provide leadership in community services delivery

Elements

Develop effective leadership role
Provide direction
Promote community work and maintain quality performance

CHCORG27A Provide mentoring support to colleagues

Elements

Establish a relationship with mentoree
Offer mentoring support

CHCORG28A Reflect and improve upon professional practice

Elements

Reflect upon practice
Ensure continuing self support and supervision
Operate within an agreed ethical code of practice/ethics

CHCORG29A Provide coaching and motivation

Elements

Prepare for on job coaching

Coach colleagues on the job

Follow up coaching

CHCPOL4A Develop and implement policy

Elements

Research and consult with others to develop policies

Test draft policies

Develop policy materials

Implement and review policies