
Residential Team Leader

Job profile

CHCDIS7B Design and adapt surroundings to group requirements

Elements

Assess locations
Design and/or use appropriate aids
Design new location to group requirement

CHCDIS11C Coordinate 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

CHCDIS3C Provide services to people with a disability

Elements

Assist the person with a disability to identify and meet their needs
Respond to changes in the needs of a person with a disability
Support or assist the person with a disability to meet their personal needs

CHCAD2C Support the interests, rights and needs of clients within duty of care requirements

Elements

Provide support to clients for the realisation of their interests, rights and needs within job roles and responsibilities
Support and safeguard the interest and rights of clients

CHCADMIN3B Undertake administrative work

Elements

Maintain Accounts
Participate in budgeting processes
Operate equipment
Maintain equipment
Monitor equipment use and needs

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 discussion
Produce quality written materials
Conduct interviews

CHCINF5B Meet statutory and organisational information requirements

Elements

Identify information requirements
Review options for systems to obtain information
Establish and manage systems to record and store information
Support and supervise the development of information and educational resources
Provide staff training

CHCNET2B maintain effective networks

Elements

Develop cooperative working relationships
Represent the organisation
Maintain networks

CHCOHS401A Implement and monitor OHS Policies and procedures for a work place

Elements

Explain OHS information for co-workers in the team
Coach co-workers in team
Promote consultation and participation
Implement and monitor enterprise procedures for identifying hazards and risks
Maintain appropriate OHS records

CHCPOL1A participate in policy development

Elements

Assist in the policy development of the organisation
Contribute to the collection of data for research purposes

BSZ404A Train small groups

Elements

Prepare for training Deliver training
Provide opportunities for practices
Review training

BSBFLM501A Manage personal work priorities and professional development

Elements

Establish personal work goals
Set and meet own work priorities
Develop and maintain professional competence

BSBFLM502A Provide leadership in the workplace

Elements

Model high standards of management performance and behaviour
Enhance the organisation's image
Influence individuals and teams positively
Make informed decisions

BSBFLM503A Establish effective workplace relationships

Elements

Gather, convey and receive information and ideas
Develop trust and confidence
Build and maintain networks and relationships
Manage difficulties to achieve positive outcomes

BSBFLM504A Facilitate work teams

Elements

Participate in team planning
Develop team commitment and co-operation
Manage and develop team performance
Participate in and facilitate the team work

CHCCS301A Work within legal and ethical framework

Elements

Demonstrate understanding of legislation and common law relevant to work role
Follow the organisation's policies and practices
Work ethically
Recognise and respond when the clients' rights and interests are not being protected

CHCCS405A Work effectively with culturally diverse clients and co-workers

Elements

Apply an awareness of cultural as a factor in all human behaviour
Contribute to the development of relationships based on cultural diversity
Communicate effectively with culturally diverse people
Resolve cross-cultural misunderstandings