



Position Description

Position Title:	Area Supervisor
Responsible To:	Regional Manager

Purpose of the Position

1. To supervise client focused packages of services and care for clients with a spinal concern and traumatic brain injury, based on a holistic, inclusive, comprehensive needs assessment.
2. To build relationships and networks to help grow the agency's client base.

Nature and Scope of Responsibilities

The Area Supervisors position is a decentralised management role, working in and around a defined geographic area based from home. The role is the community "face" of Mclsaac Caregiving and as such carries a high level of accountability.

The accountability extends to:

- Appropriate Service Co-ordination that offers a range of options of care to enable our clients to make informed decisions to assist in meeting their goals and needs.
- The role will be undertaken in a manner which reflects and meets Mclsaac Caregiving Agency's standards of professional delivery, and that meets compliance to our ACC Contract, the New Zealand Disability Strategy and the New Zealand Standard 8158:2003

The role requires the day to day management of client based care within the Areas region. This includes, but is not limited to:

- Building a strong and openly communicative relationship with our clients and their family/whanau
- Monitoring of service delivery by our caregivers, including correctly inducting and orienting new staff, reviewing competencies on a regular basis, and where necessary carrying out in-house training.
- Selection and recruitment of care givers so that our clients have an appropriate level of long term, well trained staff at their disposal.
- Consistently reviewing health and Safety, and other work based practices within our client's homes, reporting on incidents and accidents, and contributing to the continuous improvement in our standards.



Key elements of the role include:

- Creating and maintaining a relationship with the local ACC Management, and other health professionals who share responsibility of care with our clients
- The ability to contribute to the growth of the agency through new client attainment within your area.
- The provision of professional and timely support that meets and at times exceeds the expectations of our clients and caregivers.
- The completion of accurate, and factual reporting that meets the agency standards and those of the Home and Community Sector Standards.
- Maintenance of up to date and accurate rostering of staff to meet Health and Safety requirements, and to meet ACC invoicing of care requirements.

This role suits an individual who can demonstrate:

- Proven time management skills
- Has demonstrated management and leadership skills.
- The ability to work independently without day to day supervision, whilst contributing to a team effort
- Has demonstrable communication skills, and can talk to all levels of client, care staff and associated health professional
- Has excellent literacy skills.
- Quality Computer skills in Microsoft Windows, Office applications
- A relevant health sector qualification would be seen as a bonus to the position, but not necessarily a pre-requisite

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