Position Description

Position Title:	Manager Health Independence Program Rehabilitation Services
Reports to:	Divisional Operational Director – Sub Acute and Home Based Care
Department:	Community Rehabilitation Centre
Directorate:	Clinical Operations
Cost centre:	F0752
Code & classification:	Physiotherapist Grade 3, Occupational Therapist Grade 3, Speech Pathologist Grade 3 and Social Worker Grade 3
Employment conditions:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Manager HIP Rehabilitation Services (the Manager) is responsible for providing leadership and management of the Health Independence Program (HIP) Rehabilitation Services delivered within the Community Rehabilitation Centre (CRC) that are effective, high quality, responsive to patient needs and focused on patient outcomes. In accordance with the HIP Guidelines, the Manager will lead and manage a team that operates within allocated resources, is aligned with operational and strategic goals and the vision of the health service, and which promotes excellence in healthcare through teaching, research and learning. The role is responsible for providing senior clinical leadership, ensuring that evidence based clinical care is provided to GV Health clients and that the highest professional standards are maintained and outcomes of care are achieved.

The Manager is responsible to the Divisional Operational Director Sub Acute and Home Based Care, for the organisation, coordination and management of the HIP Rehabilitation Services and is the immediate reporting line and supervisor for staff within the designated department. The role may include a clinical caseload in an area of interest in addition to the managerial requirements. The extent and type of clinical duties are dependent upon the current level of staffing and expertise within the service.

The **Community Rehabilitation Centre** is responsible for providing goal orientated, time limited rehabilitation services with the aim to improve and maintain a person's functional capacity and maximise their independence. Community Rehabilitation Centre services are person-focussed and operate within an integrated service delivery model utilising interdisciplinary team-based care with an emphasis on flexible service delivery in a range of care settings. The CRC delivers individual assessment and therapy programs as well as specialized services and group programs including:

Specialised Services	Group Programs
Fall and Balance Clinic	Cardiac Rehabilitation
Vestibular Clinic	Pulmonary Rehabilitation
Rehabilitation In The Home (RITH)	Hydrotherapy
TIA Clinic	Cancer and Wellness Exercise Program
Movement Disorder Service	

The HIP Rehabilitation Services are non-admitted services which are part of the suite of Health Independence Programs at GV Health. Other HIP services at GV Health include the Hospital Avoidance Programs, Specialist Assessment Clinics and Paediatric Rehabilitation Services. The Health Independence Program aims to facilitate improved health outcomes and enable people to maximize their independence and remain in, or return to, their place of residence.

The Manager is one of four managerial positions within the Health Independence Program and will work collaboratively with these and other service managers within and external to Goulburn Valley Health to ensure coordination between services and enable better client journeys across the care continuum

This position, amongst others, is responsible for promoting GV Health as a quality regional health service provider

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Lead and manage HIP Rehabilitation Services, and others as they arise through innovation or funding
- Ensure the GV Health Community Rehabilitation Centre has high visibility through promotion of innovative practice
- Monitor key performance and quality indicators for the Community Rehabilitation Centre
- Be responsible for the ongoing monitoring and review of clinical systems including referrals, assessment, care planning, discharge processes and outcome measurement
- Lead department meetings, in-services and relevant planning days
- Work with the Divisional Operational Director to develop services and integrate HIP Rehabilitation Services models of care with other GV Health services, including the development of clinical pathways and governance structures to support this.
- Represent GV Health at organisational, regional and/or statewide forums relative to HIP Rehabilitation Services
- Develop linkages with professional peers within state-wide networks and education forums
- Provide advice and guidance for community and other organisations regarding HIP Paediatric Services and contemporary practice
- Lead the development and implementation of the HIP Rehabilitation Services Annual Operational Plan, Annual Quality Plan and Continual Improvement Plan to ensure risks are managed and improvement objectives are met
- Manage the financial and human resource functions of the department including the workforce management, financial monitoring and reporting on the cost centre budget.
- Develop and provide a monthly MAMs report to the Divisional Operational Director against key performance indicators for financial, human resources, quality and risk objectives
- Lead, develop and implement governance projects and quality activities
- The Manager may carry a relevant clinical caseload that is managed in conjunction with meeting service deliverables.
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health

POSITIONS REPORTING TO THIS ROLE

- CRC staff

KEY SELECTION CRITERIA

Formal Qualification(s) and Registration(s) Requirements:

- Approved tertiary qualification in Physiotherapy, Occupational Therapy, Speech Pathology or Social Work.
- Registration as a Physiotherapist or Occupational Therapist with the Australian Health Practitioner Regulation Agency or eligibility for membership of Speech Pathology Australia or the Australian Association of Social Workers as applicable to professional qualifications.

Essential:

- A minimum of 7 years clinical experience in a healthcare setting with experience in management and/or leading teams.
- Well-developed understanding and experience in contemporary professional practice in the subacute ambulatory rehabilitation setting, including optimising continuity of care, consumer directed care and safe clinical care
- Demonstrated knowledge and experience in the planning, implementation and evaluation of community based rehabilitation programs, particularly within a regionally integrated service delivery model
- Excellent organisational skills with a demonstrated ability to manage a clinical program within the allocated human and financial resources
- Demonstrated ability to lead a clinical team, provide mentoring and supervision and in doing so meet annual service planning targets and outcomes
- A demonstrated ability to initiate and maintain effective professional relationships across a range of regional services
- Excellent interpersonal, written and verbal communication skills, including computer literacy and the ability to produce well written reports

Desirable:

- Completion of or working towards a post-graduate qualification relevant towards practice setting or management

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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- All documentation is of a high standard and accurate
- Attendance and active participation at meetings as required.
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process.
- HIP Paediatric services meet annual activity targets, performance measures are established and agreed standards are maintained.
- The department is within budget, performance development reviews are completed on time and all training and competency requirements are met.

- Leave balances are managed in accordance with the relevant procedure to minimise liability
- Rostering is completed in accordance with the relevant Enterprise Agreement requirements
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
- 80% attendance and active participation at committees, working groups and meetings
- Registration and/or accreditation and working within scope of practice is maintained as applicable
- Adhere to professional body code of conduct

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	**Manager HIP Rehabilitation Services**
Reviewed by:	Divisional Operational Director Health Independence Programs and First Nations Peoples Health
Issue Date:	August 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses