

Position Description

Position Title:	Audiologist
Award/classification:	Medical Scientist Award / Grade 2
Directorate:	Allied Health and Community Services
Reports to:	Team Leader
Direct Reports:	Audiologist Grade 1/2
Effective date:	12 October 2018

Overall Position Purpose

This position contributes to the success of DPV Health by operating as an Audiologist Grade 2 within the Audiology team.

This position is responsible to provide:

- specialised diagnostic or clinical work
- expertise within a dynamic team to deliver quality, innovative client directed outcomes to clients.
- Achieve individual Key Performance Indicators as outlined in Goal setting and review process
- Key deliverables for this role is to provide specialised diagnostic or clinical work as well as clinical supervision and service development support to Senior Audiologist.

Duties and Responsibilities

Service Delivery – Client Experience

- Ensure Audiology supports the client
- Support and contribute to service delivery growth and development opportunities
- Support quality improvement processes identified as relevant to the service delivery area
- Commitment to partnering with clients to facilitate effective engagement and participation with quality outcomes and improvements
- Identify and continually improve service delivery from a client, quality and organisational view

Reporting, Systems and Analytics

- Provide high quality concise and timely reports for Team Leader/Program Manager and external parties where appropriate.
- Ensure all clinical notes such as client reports and letters to referees are of a high professional standard and delivered in a timely manner
- Manage timely and accurate statistical input into relevant client/service management data bases
- Liaise and work in collaboration with Intake and Response in relation to positive outcomes for clients accessing the clinics
- Liaise and work in conjunction with Medial Practice at DPV Health in relation to positive outcomes for clients accessing the clinics
- Provide clinical training nad practical placement of audiology students
- Liaise with Student Placement officer to facilitate student placements and promote DPV Audiology as a placement of choice
- Anticipate and contribute to the development and implementation the Directorate's Business planning process

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- Promote DPV Health at professional networks
- Actively use and promote the use of DPV Health systems such as VHIMS, MyBookings, ESS, e3, and others
- Continually review service/support provided to analyse success and areas of improvement
- Provide monthly clinical supervision and support to Grade 1 Audiologists as per DPV Health's supervision process.

Financials, Budgets, Targets, Funding

- Identifying opportunities to enhance the financial sustainability of your Team
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations
- Achieve targets

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with customers to facilitate effective engagement and participation

DVP Health Requirements

- Current Victorian drivers licence
- Valid Working with Children's Check (valid for 5 years from the date of issue)
- Disability closure scheme statement
- Satisfactory Police Check
- Occasional after hours and weekend work may be required
- Travel between sites is required
- Demonstrated responsiveness to requests from external organisations
- Specific tasks and functions of this role will be detailed through objectives and key performance areas
- Registered for or will be registered as a MBS provider

Authority

The occupant of this position has authority as per the delegation manual.

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Qualifications Required:

- Full membership of the Audiology Australia
- Current Certificate of Clinical Practice that in addition to meeting the requirements of Grade 2 Audiologist with at least 2 years active experience in the field
- Masters Degree in Audiology (or equivalent)

Work Experience, Skills and Behaviours:

As a Community Health organisation our customers place their trust in us. In order to succeed in this position, it is expected that you will have:

- An appreciation of a culture of risk management and mitigation.
- A commitment to maintaining a high standard and quality of work and ethics and
- Be motivated to do what is right legally and morally.

Service Delivery

- Current Registration as an Audiologist and an current member of Audiology Australia as governing body
- Experience in clinical supervision of Grade 1 Audiologists
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client,
- Experience working as an Audiologist in a community setting including work with CALD, Aged and clients with a disability
- Experience conducting therapeutic and/or health education groups
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Understanding client needs and providing excellent service

Communication and interpersonal approach

- High level of energy, initiative, sound judgement and a sense of urgency
- Excellent communication skills including an ability to work within an integrated professional framework demonstrating collegiate manners and support
- Communicates with a diverse range of audiences in an informative, engaging and persuasive manner
- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity
- Practise tactful and impactful behaviours.
- Utilise interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions and socio economic circumstances
- Ability to present complex information in an easily understood and accessible format

Client Focussed

- Ability to deliver results and meet/exceed achievable client expectations.
- Excellence in developing, establishing and sustaining interpersonal relationships.
- Build client relationship and build a culture of co-production where the clinician works in partnership with the client to achieve positive outcomes guided by decision making.
- A clinical health professional background with substantial recent experience
- Ability to understand the client needs and deliver the required service

Planning and being organised - A commercial focus

- Strong business/commercial acumen
- Ability to write clear, concise and informative reports
- Excellent understanding and knowledge of the funding changes and initiatives impacting the sector
- Analyse and present complex information in an easily understood and accessible format.
- Demonstrated ability to participate in a performance driven environment

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- Ability to understand the client needs and delivery the required service considering costs and funding/revenue
 - Demonstrated responsiveness to requests from external organisations
 - Demonstrated capacity to network and engage with partner organisations

Industry

- Knowledge of community support services
- Knowledge of Client Directed Care principles and frameworks
- Ability to work independently and respond to a changing market driven work environment

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities
- Explores the most effective and efficient processes to achieve positive outcomes.
- Has the capacity and professional competency to make decisions, find solutions and escalate when required
- Seek opportunities to improve processes adapting to a flexible and changing market environment
- Commitment to maintaining a high standard and quality of work and ethics

Self-motivated

- Solution orientated and creative thinker
- Ability to work independently and meet agreed timelines

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