



Position Description

Position Title:	Clinical Supervisor	
Incumbent:		
Division/Unit/Facility/Program	Community Services Division	
Work Location:	Campbelltown	
Career Pathway:Reports to:	Group Manager, Clinical Development Unit	
Career Pathway Level:	<i>(HR to provide) 5</i>	
Approved by:		Date: 01/01/2020

BCS' Vision:	To be a passionate, innovative Christian organisation bringing life transforming care to our clients.
BCS' Mission:	To express Christ's love as we serve individuals, families and people in the community who have unmet spiritual, emotional or physical needs.
BCS' Values:	<ul style="list-style-type: none"> ▪ Mutual respect and trust in all relationships ▪ Integrity and the highest ethical standards ▪ Stewardship of the resources and responsibilities in our care ▪ Communication that is open, consistent and two-way ▪ Continuous improvement in all that we do ▪ Performance with recognition for results ▪ Creativity, cooperation and commitment in our workplace
Division Objectives:	To provide the highest quality of community services that are consistent with BaptistCare mission & values, so that the Community Services Division meets client needs and the quality of service is recognised as setting industry standards
Executive Summary of Position:	In collaboration with Group Manager, Clinical Development Unit, and the Supervision Co-ordinator, to provide clinical supervision to staff across the Community Services Division in accordance with policies as outlined by BaptistCare.
Position Impact/ Scope:	nil

Person Specification: (Essential qualifications, experience & attributes)	
<ul style="list-style-type: none"> ▪ Tertiary qualifications in relevant human services (eg counselling) ▪ Qualifications in clinical supervision ▪ Experience in providing clinical supervision ▪ Excellent interpersonal, written and communication skills ▪ Ability to work both collaboratively and independently as required ▪ Highly developed organisational skills and a demonstrated capacity to work flexibly and within given timeframes ▪ Ability to maintain confidentiality ▪ Ability to work in harmony with BaptistCare mission and values ▪ Willingness to participate in ongoing professional assessment and quality assurance processes ▪ Demonstrated ability to be self-motivated and to work co-operatively within a team ▪ Demonstrated commitment to social justice outcomes 	

Key Responsibilities:	Outcomes:
Major functional responsibilities Delivery of Clinical Services	Meets divisional and organisational objectives by: <ul style="list-style-type: none"> ▪ Deliver supervision and/or training as required both within and external to BaptistCare ▪ Accept responsibility for the importance of professional development, self-reflective practice ▪ Attend all professional training opportunities provided by BaptistCare ▪ Ensure clients, staff and the public are served with respect that demonstrates an understanding of the BaptistCare Mission and Values ▪ Adhere to all policies and procedures as set out by BaptistCare ▪ Provide assistance to the Group Manager, Clinical Development Unit as required.
Business Information, Systems & Communications: Compliance with all BaptistCare reporting requirements.	Meets team and organisational objectives by: <ul style="list-style-type: none"> ▪ Adhere at all times to required administration procedures to ensure overall efficient operations ▪ Maintain relevant, clear and concise clinical case notes in accordance with BaptistCare policies and procedures and government funding standards
Leadership/Individual & Team objectives Results that strengthen the individual and build team	Meets individual and team objectives by: <ul style="list-style-type: none"> ▪ Adhere to relevant professional obligations, legislation, codes of ethical conduct and sector-specific reporting requirements (eg child protection, legal responsibilities, etc) ▪ Maintain a high level of professional expertise within and across the Community Services Division ▪ Enhance BaptistCare's traditional reputation as an industry leader in innovation and expertise ▪ Take active responsibility for all administrative procedures and tasks related to service delivery ▪ Actively participate in the Clinical Development Unit Team and contribute to the development of positive team dynamics
Professional Network & Knowledge Maintain a knowledge of, and profile within, relevant networks and professional relationships.	Meets individual and organisational objectives by: <ul style="list-style-type: none"> ▪ Attend professional supervision as determined by the Group Manager, Clinical Development Unit in accordance with requirements outlined in relevant BaptistCare's policies and procedures. ▪ Attend relevant network and interagency meetings as required.

Business Plan Objective(s): Enhance the clinical excellence and expertise of services delivered within the LifeCare Division.	Meets individual or team objectives as determined by Divisional/Regional business plan for each financial year. <ul style="list-style-type: none"> ▪ In consultation with the Group Manager, Clinical Development Unit, increase the clinical knowledge and expertise of staff within the Community Services Division.
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BCS Core Competencies

Level: 5

Scope:

Leadership

Within scope of work role & supervision:

- Works within BCS vision, mission & practises the values *integrity & the highest ethical standards* and *Stewardship of resources & responsibilities in our care*.
- Learns to apply vision, mission, values to own work.
- Demonstrates commitment to society, community and environmental responsibility.
- Maintains consistent personal performance to achieve job outcomes.
- Plans daily routine with guidance from supervisor.
- Makes decisions using policies & procedures. Refers non-routine issues to supervisor.
- Complies with policies & procedures relevant to work role.
- Works safely & takes action to minimise risks in own work.
- Standards of personal presentation & behaviour align to BCS standards.

Communication & Knowledge

- Practises the value *communication that is open, consistent & two way*.
- Basic knowledge of services functions & service delivery roles and uses relevant procedures in own work.
- Refers issues / enquiries to the appropriate person within BCS guidelines & procedures.
- Collects & records data manually or electronically in an accurate & timely manner.

People & Achievement

- Collects & records data manually or electronically in an accurate & timely manner.
- Practises the values *mutual respect & trust in all relationships* and *performance with recognition for results*.
- Participates in work team: contributes to team planning & to performance, monitors own work & assists others with workload as required. Ensures that own work meets required standards. Participates in on-the job coaching.
- In collaboration with supervisor, identifies own learning needs & participates in development activities.
- Achieves own job outcomes within service framework.
- Embraces a culture of equity, positive acknowledgement and reward & recognition for excellent performance.
- Participates in BCS performance management system.
- Develops awareness of self & others.

Client Focus

- Develops ability to practise the values *mutual respect & trust in all relationships* and the *BCS RESPECT philosophy of care*.
- Performs tasks based on understanding of client needs & range of services available.
- Seeks client feedback & reports to supervisor.
- Presents a positive image of BCS to clients & the community.

Problem Solving & Continuous Improvement

- Practises the values *creativity, cooperation & commitment in the workplace* and *continuous improvement in all that we do*.
- Participates in workplace innovation, change and continuous improvement activities.
- Solves problems using procedures & refers to supervisor as required.
- Participates in project activities.

Functional Competencies

- Membership of a relevant professional body

Declaration

I understand and accept the responsibilities as outlined.

Incumbent's Name:

Signature:

Date:

Supervisor's Name:

Signature:

Date: