

STEPS SKILLS PROGRAM LEADER ROLE DESCRIPTION

Purpose of Role

To lead a STEPS Skills Program in the leader's (your) local community

Duties and Responsibilities

- To actively participate in STEPS Leader Training (STEPS Skills Program Leader Information sheet) by STEPS Program staff
- To deliver STEPS Skills Program (STEPS Skills Program Information Sheet) to local group of participants, according to guidelines established in STEPS training
- To be involved in regular communication with STEPS Program staff during the time of your local STEPS Skills Program delivery
- To seek support from STEPS Program staff as necessary to successfully complete STEPS Skills Program delivery
- To participate in supervision with STEPS Program staff to address any issues involved with successfully delivering STEPS Skills Program in your local area
- To collect information and be involved in evaluation of the STEPS Program, as directed by STEPS Program staff
- To be openly accepting of community members participating in the STEPS Program

Supervisory Responsibilities - NIL

Reporting Relationship

The STEPS leader reports to the Program Manager – STEPS Program.

Organisational Environment

1. Networks of Support (STEPS) Program

Skills To Enable People and Communities (STEPS) is a new service arm of the Acquired Brain Injury Outreach Service (ABIOS), funded by Queensland Health since July 2008. It seeks to establish self-managed Networks of Support for people with acquired brain injury and their families and friends in local communities throughout Queensland.

2. Acquired Brain Injury Outreach Service (ABIOS)

ABIOS ([ABIOS Homepage](#)) provides and co-ordinates community-based rehabilitation, education, access and support services to adults with brain injury and their families/carers living within a 150 km radius of Brisbane. A Queensland-wide education/consultancy service is provided for all other geographical areas. The program aims to develop individual client and carer capacity and skills, and to develop support service networks so that people with ABI live as valued and participating members of their community. . ABIOS is the community component of the Brain Injury Rehabilitation Service (BIRS), located within the Division of Rehabilitation at Princess Alexandra Hospital (PAH).

3. Metro South Health Service District

ABIOS is part of the Metro South Health Service District, which is a major teaching and referral centre and includes one of the largest single hospitals in Australia, the

Princess Alexandra Hospital. Metro South Health Service District is committed to the delivery of high quality health care, teaching and research services.

The Division of Rehabilitation consists of inpatient, outpatient and community based services with a strong client and interdisciplinary focus. It is comprised of the Queensland Spinal Cord Injuries Service (QSCIS) - Spinal Injuries Unit (SIU), Transitional Rehabilitation Program (TRP) and the Spinal Outreach Team (SPOT), the Brain Injury Rehabilitation Unit (BIRU), and the Acquired Brain Injury Outreach Service (ABIOS). The inpatient services (SIU and BIRU) are located on the PAH site and the other services are located in the community in close proximity to the hospital. The Division is managed by the Divisional Executive that consists of the Medical Chair, Director of Nursing, Allied Health representative and the Business Manager.

