***Biripi Aboriginal Corporation*** *Medical Centre*

 *Position Description*

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| Aged Care HCP Coordinator |
| **Position Function** | This role involves liaising with home care package clients about any changes to support services and providing administrative support for client care plans. The Client Care Senior Coordinator will be the first point of contact for existing home care package clients and will handle and refer enquiries appropriately. The Coordinator will work as part of an Aged Care team, covering all aspects of client administration including service schedules, budgets, service coordination and invoices. |
| **Reports to** | Aged and Community Care Manager |
| **Supervises** | Nil |
| **Location** | Taree |
| **Department** | Aged Care  |
| **Hours of Work** | 38 Hours Per Week  |
| **Award** | Social, Community, Homecare & Disability Services Award 2010 (SCHADS) Level 3 |
| Key Responsibilities |
| * to be responsible for in-home assessments, needs planning and coordination of date to day activities to meet desired client outcomes.
* Promote Biripi ACMC Home Care Package services to potential and existing clients and their families.
* Actively contribute to maintaining clients’ home and social environments in which emotional, physical, spiritual, cultural and ageing needs are acknowledged and supported.
* Liaise with clients, family members, General Practitioners and other health care providers to identify clients’ individualised goals and develop and review clients’ support plans.
* Complete Biripi ACMC documentation to a required standard including maintaining clients’ records and electronic systems in a timely and accurate manner.
* Ensure services are provided in a manner that promotes the personal values of the client and which adhere to relevant Codes of Ethics, Standards and Legislation relating to professional practice and the Home Care Common Standards.
* Assist clients in meeting their needs in accordance with their support plan and goal planning using a Consumer Directed approach.
* Assist the Aged Care Manager with preparation, management and monitoring of client budgets in relation to care provision. Communicate with clients, relatives, colleagues and others in a professional and respectful manner.
* Provide services in a responsible, cost effective and efficient manner with appropriate use of resources.
* Lodge all required reports to the Commonwealth Department of Human Services.
* Regular updating of My Aged Care Website and E-Tools program.
* Be proactive in updating and developing knowledge and skills required for this professional role.
* Develop close working relationships with relevant services, community groups and organisations.
* Actively collaborate with multidisciplinary teams to ensure that clients support plans are relevant and appropriate.
* Communicate appropriately with clients and families and advocate in regards to: clients’ individualised goals, develop support plans, respond to queries, and provide information, education and training regarding services and care.
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| Meetings |
| * Attend meetings as and when required including all staff and team meetings.
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| Training and Education |
| * Attend relevant orientation workshops, etc. as required.
* Participate in appropriate education to maintain and develop professional expertise, skill and knowledge.
* Attend ongoing training as required.
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| Mandatory Requirements |
| * Be aware of Biripi ACMC complaints mechanism and administration procedures to undertake investigations as and when required.
* Work as a member of a team in order to achieve the objectives of Biripi ACMC.
* Confidentiality is a mandatory requirement. Any breach of this requirement may result in instant dismissal.
* Compliance with all policies and procedures of Biripi ACMC.
* Perform other duties as requested by your manager.
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| Workplace Health and Safety |
| * Be familiar with the WHS policies and procedures and be responsible for own safety and that of fellow employees, clients and visitors.
* Apply WHS guidelines and procedures
* Identify and rectify safety hazards if within ability or authority. Alternatively report safety hazards in the workplace.
* Maintain a harassment, discrimination, violence and bullying free workplace.
* Consult with employees on WHS matters.
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| Essential |
| **About Applicant:*** Aboriginality
* Experience in coordination of Home Care Packages and/or Home and Community Care program.
* A commitment to facilitating consumers to engage in Consumer Directed Care.
* Tertiary qualifications in health-related discipline, community services, or social sciences or Administration.
* Capacity to undertake assessment, planning, implementation, evaluation and documentation of quality client care.
* A high level of proficiency in computer applications including Microsoft Office, Word, Excel, Access, PowerPoint and the internet.
* Excellent interpersonal, written and verbal communication skills.
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| Desirable |
| **About Applicant:** * Knowledge of administration practices within the Community Aged Care sector.
* Current NSW Driver’s License.
* Experienced user of client management systems.
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I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the job description and agree to comply with same. Should I not fully understand any aspect of this Position Description I am aware of whom to approach.

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Employee Signature

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Print Name

I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the position description and agree to comply with the same. Furthermore, I am aware that a condition of my employment is that I am subjected to criminal record history checks tri-annually. Likewise, I am aware that I must maintain a clear record to remain employed by Biripi ACMC and I am required to inform the CEO of any possibility of my related record being tainted.

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Employee Signature Date

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CEO Date