

YASS VALLEY AGED CARE

POSITION DESCRIPTION



Position Description: Home Care Administration Support

Job Type: Part-Time

Location: Yass Valley Aged Care

Supervisor/ Manager: CEO/ Home Care Coordinator

Job Overview:

As a Home Care Administration Support employee, you will be responsible for the coordination and delivery of Home Care packages with the support and supervision of the Home Care Coordinator. This role is a central point of contact for consumers, their families, and support networks when accessing Home Care packages. The Home Care Administration Support employee will provide guidance, support, advocacy, care planning, budgeting and assistance to consumers and their families to navigate in home care services.

Key Responsibilities:

- Attending consumers home to conduct assessments, developing and reviewing of individual care plans, developing and reviewing budgets based on individual needs and funding.
- Ongoing monitoring and reassessment
- Liaise with Home Care Coordinator and Care Manager to coordinate consumer care reviews
- Referrals to external service providers
- Supporting care staff with consumer care requirements and changes
- Assist Home Care Coordinator and Office Assistant as required to coordinate the scheduling and rostering of care staff to ensure seamless services delivery.
- Building strong relationships with consumers and families to ensure the delivery of safe, high quality and person- centred care
- Handle incoming enquires and manages intake of new consumers
- Maintain detailed records and documentation in accordance with the Home Care package guidelines for consumers.
- Maintain office-based records specific to consumer care, business continuity and operations
- Attend staff meetings and participate in education programs and training.
- Cover of consumer services in the event of staff leave and illness
- Manage third party brokerage agreements
- Act in the Home Care Coordinator position when they are on leave receiving higher duties allowances
- Attend to any other Home Care duties as directed by the Home Care Coordinator or CEO

YASS VALLEY AGED CARE

POSITION DESCRIPTION

Qualifications:

- Certificate in Aged Care, Community Services or related discipline
- Proficient in using Microsoft Office suite, including Word, Excel and Outlook
- Strong organisational and time management skills
- Strong attention to details with analytical and problem-solving skills
- A current police clearance
- A current Australian driver's licence

Benefits:

- Competitive pay with not-for-profit salary package option
- Leave loading as a type benefits 17.5%
- Employee assistance program and wellbeing initiatives
- Supportive and friendly work environment
- Paid Industry training

WHS (Work Health Safety) RESPONSIBILITIES:

1. To have a duty to take all the care for which they are capable of for their own health and safety and others affected by their actions at work.
2. To comply with safety procedures and directions agreed to between management and employees.
3. To not willingly interfere with or misuse items of facilities provided for employees in the interest of their health, safety and welfare.
4. To have agreed with and acknowledge procedures for accident and incident reporting, Mandatory report requirements and to report potential or actual workplace hazards to the elected WHS representative.

YASS VALLEY AGED CARE
POSITION DESCRIPTION

CONDITIONS OF EMPLOYMENT:

- HOURS OF DUTY:** Monday to Friday 0800-1430
- WAGES:** Paid by fortnightly direct transfer to an account nominated by the employee
- UNIFORMS:** A uniform allowance will be paid as provided for in the Nursing Home & Nurses (State) Award. Uniform and name badge can be arranged through the office and must be worn when received; navy blue enclosed shoes.

All staff are required to be familiar with and embrace the Mission and Vision of Yass Valley Aged Care; and to be committed to actively participating in Continuous Improvement (CI). Staff are required to be familiar with the content of the Policy and Procedure Manuals and attend mandatory fire lectures and other lectures deemed to be mandatory, when arranged.

I have read and understand this position Description and accept that these are conditions of my employment with Yass Valley Aged Care Limited.

SignatureDate

WitnessSignatureDate