

# Staying in Place Coordinator Application Package



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### **Kondinin CRC Staying in Place Coordinator**

The Kondinin Community Resource Centre (CRC) is managed by a voluntary committee and we are seeking a part-time Staying in Place Coordinator to work within our team.

The position encompasses working in consultation with the CRC Coordinator to ensure the delivery of quality home and community care support services for clients, allowing clients to stay in their own homes and communities. Other responsibilities of the position are included in the job description included in this package. The successful applicant could be working one day per week, with days and hours to be negotiated.

The ideal candidate will be an enthusiastic and self-motivated person who meets the selection criteria.

The Staying in Place Coordinator position is offered under the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) which includes an 11% super contribution and a uniform allowance.

**Applications close at Wednesday 1<sup>st</sup> May at 5.00pm**



## **STAYING IN PLACE (SIP) COORDINATOR APPLICATION INFORMATION**

Thank you for your interest in this position with the Kondinin Community Resource Centre.

To assist you with your application, please read the following information.

### **Equal Employment Opportunity**

The Kondinin Community Resource Centre is an equal opportunity employer. All applicants will be assessed against the criteria included in this Application Package.

A selection panel will assess the applications for the position based on merit.

Applicants **must** be willing to gain a Working with Children Check as well as a Police Clearance.

### **What to include:**

Your application should include:

1. A brief covering letter;
2. A statement addressing the selection criteria;
3. A copy of your current resume; and
4. Details of at least two referees.

### **Presentation of Application**

You should provide us with one copy of your complete application. Please submit your application to the Kondinin Community Resource Centre addressed to:

**Toni Smeed - Coordinator**  
**Kondinin Community Resource Centre**  
**PO Box 10**  
**KONDININ WA 6367**

Your application can be hand-delivered, posted or emailed to [coordinator@kondinincrc.com.au](mailto:coordinator@kondinincrc.com.au) by **Wednesday 1<sup>st</sup> May at 5.00pm**. Applications received after this deadline will not be considered.

### **Post Application Process**

- Receipt of your application will be confirmed in writing by email.
- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.
- Feedback will be provided upon request.

Further information about this position is available by contacting the CRC Coordinator, Mrs Toni Smeed, on 9889 1117.

## **STAYING IN PLACE COORDINATOR JOB DESCRIPTION**

### **Position Title**

Staying in Place Coordinator (SIP)

### **Position Objective**

- The SIP Coordinator will work to ensure the achievement of quality home and community care and support outcomes for clients which are personalised, timely and effective whilst meeting the client's needs as set out in their signed service plan and clinical care plan.
- Each case will be handled with patience, understanding, and a desire to help the client achieve and maintain wellness and the ability to stay living in their own home in their own community.
- The SIP Coordinator will ensure that InCasa Country is updated about any progress or changed information related to the client's service plan or clinical care plan.
- The SIP Coordinator will also ensure that referrals, action from those referrals and specific quotes for jobs related to a client's service requirements are progressed in a timely manner and that associated information is forwarded to InCasa Country.
- The SIP Coordinator will advocate for clients by providing information and assisting them to make choices and contact with appropriate people for assistance.
- The SIP Coordinator cannot provide clinical or professional advice.

### **Reporting Relationships**

The Staying in Place Coordinator will be responsible to the CRC Coordinator.

### **Statement of Duties**

#### **Client support duties**

1. Assist potential clients to get their ACAT referrals and support them until funds are assigned.
2. Register new clients with InCasa Country.
3. Establish the Mable account for all new clients.
4. Assist all clients with information related to fees and their Centrelink Income Tested Fee process.
5. Approve client support services on Mable and refer their notes to appropriate parties.
6. Undertake the Case Manager section of InCasa Country onboarding documentation for all clients (scan, file (digitally) and send a digital copy to InCasa Country).
7. Complete the administrative components for InCasa Country onboarding documentation for clients (scan, file (digitally) and send a copy to InCasa Country).

8. Refer each client's Clinical Baseline Report to the registered nurse (via telephone and email) and obtain agreement for the job on Mable. When completed, scan, file (digitally) and send a copy to InCasa Country.
9. Consider options for matching clients to potential contractors and support workers.
10. Prepare the clients' orange files for keeping in their home. This consists of a copy of the clients' clinical care plan, service plan, Home Care Agreement, Client Handbook and Resource fact sheets.
11. Obtain clients' signatures on service plans, clinical care plans and the InCasa Country Home Care Agreement (as amended if required by the client).
12. Scan the signed client plans and agreements and file in the client files and send a signed digital copy to InCasa Country.
13. Obtain client verbal agreement for potential contractors, and dates / times to commence.
14. Discuss availability with potential contractor and when agreed, obtain agreement on Mable.
15. Monitor the ongoing satisfaction of clients with their services and adjust as required.
16. Coordinate clients' reviews as clinically indicated: 6 monthly for Level 3 & 4's, 12 monthly for Level 1 & 2 clients, plus ad hoc and irregular reviews as necessary.
17. Make appropriate referrals as required in the service plans and clinical care plans for individual clients.
18. Obtain quotes as required for individual clients' needs and follow through with action.

#### Administrative Duties

1. Maintain the digital client services checklist.
2. Maintain a contacts list for the Home Support Service.
3. Maintain up to date digital client progress notes.
4. Upload onto the digital client files all relevant information, reports, quotes etc.
5. Assist potential contractors to complete their online Mable registration.
6. Assist with general technology requirements as requested.
7. Obtain service agreements for third party contractors that are not on Mable (liaise with InCasa Country).
8. Monitor issues that come from the Mable support notes for all clients
9. Identify critical incidents – notify InCasa Country and follow up with clients.
10. Identify clients who may be eligible for supplementary funding for their package and arrange where appropriate.
11. Support clients as necessary to ensure they understand their monthly InCasa statements.
12. Prepare and send accurate monthly invoices to InCasa Country for the local coordination.

## **Marketing & Promotion**

1. Seek opportunities to promote the Staying in Place model to potential clients.

## **Accountability**

1. The Staying in Place Coordinator is accountable to the CRC Coordinator for work relating to Kondinin's Staying in Place project.
2. The SIP Coordinator will meet weekly with the team to discuss client matters, delegation of any tasks to prevent overlapping of work, and improved methods of working.
3. The SIP Coordinator should be accountable to the CRC Coordinator for all employment arrangements such as hours and days of work, salary, leave and other entitlements.

## **Selection Criteria**

- Ability to develop knowledge, awareness and understanding of the Staying in Place model.
- Ability to develop knowledge, awareness and understanding of the Commonwealth Aged Care Home Support Program.
- Ability to develop knowledge, awareness and understanding of the Aged Care Quality Standards.
- Ability to develop genuine and lasting relationships with older people.
- Enjoys working in a small community and understands the confidentiality and sensitivity of connections and relationships.
- Able to work independently whilst also participating as part of a small team.
- Enjoys seeking out place-based solutions to benefit individual clients and the community.
- Excellent interpersonal, verbal, and written communication skills applicable to working with elderly people.
- Experience in case coordination (desirable).
- Experience as a support worker or contractor to aged people (desirable).

## **Key Performance Indicators**

- The transition of clients to InCasa.
- Comparison of Project income to Project expenses.
- Home Care Clients feedback via survey.
- Feedback from CRC Coordinator.
- Satisfactory liaison with all CRC staff and volunteers.

Please include any other relevant information or experience you may have that will contribute to the Kondinin CRC team.



### **Pre-Start Requirements**

A Police Clearance will be required prior to confirmation of employment.

A Working with Children Check (WWCC) will be required prior to confirmation of employment.

### **Probationary Period**

Appointment to this position is subject to a three-month probationary period.

## **Conditions of Employment**

<b>Location</b>	Kondinin Community Resource Centre (CRC) 3-5 Gordon Street, Kondinin
<b>Salary Range</b>	Salary is based on the Social, Community, Home Care and Disability Services Industry Award 2010. Payment is paid fortnightly into your nominated account
<b>Normal Hours</b>	This will be negotiated with the successful applicant.
<b>Annual Leave</b>	Four weeks annual leave (pro rata)
<b>Other Leave</b>	Ten days of personal leave accumulates from year to year (pro rata). Evidence may be requested that would substantiate the reason for leave.
<b>Superannuation</b>	An employer contribution of 11% (or as determined by Government legislation) shall be paid into an approved superannuation fund nominated by the employee.
<b>Uniform</b>	A uniform will be provided after the three-month probationary period.