**CARNARVON MEDICAL SERVICE**

**ABORIGINAL CORPORATION**

**JOB TITLE: HACC COORDINATOR**

**Reports to the General Manager**

**Positions Directly Supervised by Position**

Community Care Workers, Garden and Home Maintenance staff, Transport Officer, Administrative Support Officer, Cook and kitchen staff, volunteers, consultants and contractors.

**Purpose**

**Responsible for the overall management of the Home and Community Care project to ensure that frail aged and disabled people receive quality care appropriate to their needs.**

**Specific Responsibilities**

**Staff Management**

* Ensure that HACC staff fulfil the requirements of their job descriptions.
* Recruitment of appropriate HACC staff in accordance with CMSAC’s Policy and Procedure Manual, and in consultation with the General Manager.
* Ensure appropriate written procedures are in place and maintained including contracts of employment, position descriptions, selection criteria and staff and volunteer records.
* Ensure adequate and appropriate supervision, training, support and performance appraisals are provided to staff.
* Ensure the provision and maintenance of safe working conditions for all staff according to Occupational Safety and Health regulations.
* Organise and maintain an effective volunteer program including registration and training as required.

**Planning and Service Delivery**

* Assess all clients referred to Kundimia HACC on their eligibility to receive HACC services.
* Develop and implement care plans for clients eligible for HACC services.
* Coordinate the delivery of services to clients.
* Regularly review the needs of clients and implement changes as needed.
* Coordinate the delivery of all services to Kundimia HACC clients in a fair and equitable way.
* Ensure appropriate client records and data on services are maintained, and that regular evaluations of client needs and service delivery occur.
* Assist clients and their carers in finding solutions to their problems and refer clients to the appropriate service providers if needed.
* Work with other service providers such as Silver Chain to provide adequate and appropriate services to clients.

**General**

* Ensure the service runs effectively and efficiently on a day-to-day basis.
* Assume responsibility for the development and implementation of administrative and information systems and the development, maintenance and implementation of CMSAC’s Policy and Procedures Manual.
* Develop and implement appropriate programs and policies for meeting the needs of Kundimia clients.
* Represent Kundimia HACC to Government, other community agencies and the wider community.
* Coordinate and develop appropriate promotional material for Kundimia HACC.
* Prepare funding and policy submissions to Government and other bodies in consultation with CMSAC’s General Manager.
* Develop links with other service providers to provide greater and more effective coordination of services within the community.
* Attend CMSAC Management and Staff meetings to report on HACC activities.
* Liaise and work with other CMSAC staff in providing adequate and coordinated services for clients in need.
* Preparation of regular HACC activity reports for General Manager.

**Position Requirements**

**Essential**

* Demonstrated ability to manage a human services organisation including staff management, administration and financial management skills.
* Strong commitment to working with frail aged and younger people with disabilities.
* Strong motivation and commitment to the principles of Home and Community Care.
* Excellent written and verbal communication skills.
* Knowledge of relevant community resources.
* Ability to work with a Management Committee.
* “C” class driving licence.
* Police Clearance – final discretion will be applied by the General Manager.

**Desirable**

* Nursing, Occupational Therapy, Social Welfare or equivalent professional qualification.
* Ability to assess medical, social and environmental factors and in particular, the degree of functional disability of clients.
* An understanding and appreciation of issues for the HACC client group.
* Experience in direct service delivery work with the HACC client group.

**General Manager**

**CMSAC**

**18/4/2007**

**As the occupant of this position, I have noted the statement of duties and responsibilities as detailed in this document.**

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| **NAME** | **SIGNATURE** | **DATE** |
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