

## POSITION DESCRIPTION

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<b>Position Title:</b>	Documentation Assistant
<b>Reports To:</b>	Care Manager
<b>Supervising:</b>	N/A
<b>Liaises With:</b>	Other staff members and residents
<b>Location:</b>	Port Melbourne Hostel 79 Swallow Street, Port Melbourne
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Part Time

### **Program Description:**

Wintringham residential care sites provide care to men and women who have previously been homeless or at risk of homelessness. All the care provided to Wintringham residents is carried out with the underlying principles of social justice. All Wintringham staff are expected to practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual

### **Objectives of the position are to:**

- The focus of this position is on ensuring the relevant documentation for Aged Care Funding Instrument (ACFI), Assessments and Care Plans are completed and match the current care needs of the resident.
- Ensure that staff are aware of their documentation responsibilities and that the Site's documentation is consistent with Wintringham Documentation Manual RES Mn 36a.

### **Responsibilities and Duties:**

- Ensure ACFI reviews are completed.
- Ensure assessments are completed on a timely basis – liaising with care staff and the Care Manager where a care staff member has difficulty completing assessments in a timely manner.
- Re-write care plans as required, ensuring the care plan reflects the residents current care needs.
- Regularly liaise with the care assessor regarding residents whose care needs have changed, thus prompting future assessments and documentation is this needed as weekly review meeting attendance should cover this pt see below?



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- To ensure confidentiality is maintained at all times.
- Attend weekly care review meetings noting any changes to resident's care needs that will require further assessment and potential changes to care needs which may then require the specific residents care plan to be updated and may prompt an ACFI review for potential increases in funding (to cover the extra care delivery required for the residents new care needs)
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

### **Health & Safety Responsibilities:**

As a Wintringham employee you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

### **Qualifications:**

#### **Mandatory**

- Aged Care Funding Instrument (ACFI)
- Certificate III in Community Services (Personal Care); or Div 2



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### **Skills and Experience**

#### **Desirable**

- Clerical experience.
- Proven experience in co-ordinating and prioritising tasks.
- Demonstrated experience working in a computerised environment utilising Windows based programs including spreadsheets and word processing.
- Experience working in a related environment.
- Friendly, helpful, non-judgmental attitude.
- Ability to liaise with staff, residents, their families and other professionals.
- Ability to work as a team player.
- An understanding of the need for confidentiality, and the ability to be discreet with sensitive information.

*Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.*

### **Wintringham is an equal opportunity employer**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

