

Coordinator - Home Care Packages and Health Services

Position Details

The purpose of this position is to coordinate the Home Care Package (HCP) Program, leading its development, growth and financial viability, in accordance with relevant government guidelines, legislation and Footprints policies. The Coordinator will also have primary responsibility for Footprints Nursing Services, providing direct services to Footprints clients and supervising the Enrolled Nurse/s who provide direct nursing support to clients in the Aged Care Services Program.

Employer	Footprints in Brisbane Inc. (Footprints)	Program Area	Aged Care Services (ACS)
Location	Light Street, Fortitude Valley	Salary Range	As per Award rates
Status	Fixed Term Part Time	Hours/FTE	0.8 FTE
Industrial Instrument	Social, Community, Home Care and Disability Services Industry Award 2010	Classification Level	Level 6
Reporting relationships	This role reports to the Manager, Aged Care Services		

Responsibilities

Key Responsibilities
<ul style="list-style-type: none"> ▪ Coordinate and monitor all aspects of the HCP Program, and associated health and wellbeing projects ▪ Research, analyse and promote Footprints, identifying opportunities through formal and informal partnerships to expand Footprints Home Care Packages and contribute to increased community awareness of Footprints programs and services ▪ Undertake HCP financial reporting, monthly expenditure against client budgets, and address anomalies ▪ Supervise employees involved with delivering client services, ensuring KPIs are met and quality, person-centred case management, nursing and direct service delivery is provided to clients ▪ Attend internal meetings and external meetings, including network meetings and Brisbane North Public Health Network meetings ▪ Provide generalist nursing expertise, including coordinating and undertaking comprehensive health assessments and clinical reviews ▪ In collaboration with clients, their families, carers and other health professionals involved in client care, develop support plans, with a focus on client choice, wellness and restorative care ▪ Ensure that holistic case management is provided for all individually funded clients, reflecting a consumer directed model, supporting clients' plans to achieve their goals and enable them to live independently in their own homes ▪ Support and encourage client communications and feedback, ensuring all feedback is investigated and followed up in accordance with Footprints policies and procedures ▪ Provide leadership, promote best practice and enhance the capacity of the HCP and Nursing Services Teams ▪ Produce correspondence, reports and data collection, including program evaluation and activity reports, finance reports commensurate with internal reporting, program guidelines and government contracts ▪ Work within the Footprints Clinical Governance Framework ▪ In collaboration with the Manager, drive the ongoing development, implementation and evaluation of program/service practice, ensuring continuous quality improvement and compliance with relevant program guidelines, legislation and accreditation standards including the Home Care Packages Guidelines, Commonwealth Home Support Guidelines, Aged Care Standards and the Aged Care Act <p>General</p> <ul style="list-style-type: none"> ▪ Follow all organisational policies and procedures ▪ Participate in monthly professional supervision sessions, and ongoing learning and development activities ▪ Promote and maintain a safe and healthy work place, ensuring adherence to WHS policies and procedures ▪ Work within the vision, mission and values of Footprints

Knowledge and Skills

Essential

- Bachelor Degree in in Nursing, with relevant current registration under the Australian Health Practitioner Regulation Agency (AHPRA), together with significant experience in case management and multidisciplinary team work in aged care or health care settings
- Demonstrated knowledge and experience working with older people from diverse and complex backgrounds, including people with chronic health conditions, mental illness, dementia and people with a disability and their carers/families, using an enablement, restorative and wellbeing framework
- Confidence to engage and motivate consumers, families and stakeholders, effectively manage employees, promote change and contribute positively to workplace culture
- Experience/knowledge of the Home Care Packages (HCP) Program and the Commonwealth Home Support Program (CHSP) and aged care legislation
- Ability to accurately monitor organisational data and service costs and individualised budgets, ensuring both service and budget targets are met
- High level written and verbal communication skills, and computer literacy particularly in relation to data analysis and professional report writing
- Current class C driver license, Yellow Card and satisfactory national police check

Desirable

- Current First Aid Certificate