

## Position description

<b>Position title:</b>	Linkages Care Coordinator
<b>Salary:</b>	\$34.8954 per hour
<b>Classification:</b>	SACS Level 3, Pay point 5
<b>Award:</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
<b>Hours:</b>	53.2 hours per fortnight
<b>Position tenure:</b>	Permanent part time
<b>Employee benefits:</b>	<ul style="list-style-type: none"> <li>• Access to discounted private health insurance</li> <li>• Salary Packaging (including novated leasing)</li> <li>• Health and Wellness Guidance and Activities</li> </ul>
<b>Location:</b>	Either Warragul or Morwell
<b>Reports to:</b>	Manager Commonwealth Home Support and Carer Programs
<b>Program:</b>	Commonwealth Home Support and Carer Programs

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Your role will include a wide variety of responsibilities and continual challenges to resolve. Your capabilities will be pushed and developed, providing stimulation, professional learning and personal growth.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

Reporting to the Manager Commonwealth Home Support & Carer Programs, the Linkages Care Coordinator will assist people with a chronic illness, mental illness, disability and frail or prematurely aged people to access timely supports to provide through a case management approach by linking into existing supports within the community and supporting for those needs within the service system.

This will enable clients to access mainstream and community support and services. As a result, the Linkages Care Coordinator will foster collaboration, coordination and integration with local services dependent on the individual need resulting in a flexible and responsive care services to enhance the capacity of the person to continue to live independently in their chosen community.

Linkages Care Coordinator is responsible for assisting those individuals with a plan, to set goals and develop independent living skills through the use of Self-Directed Planning.

### ***Key objectives, duties and responsibilities***

1. Develop and maintain up to date knowledge of the natural resources, services and facilities available in the community.
2. Address the needs of each person directly related to their level of frailty or need.
3. Ensure that appropriate client record and data on clients and services are maintained and updated using the designated databases.
4. Participate in relevant meetings/forums to raise and address issues, network and liaise with relevant services to maintain good working relations and facilitate access to the program.
5. Assist clients and their carers to manage their health and daily living activities in a manner that enables them to identify their own goals and participate in their care plan development.
6. Manage client supports and work within allocated brokerage limitations for those clients who have been allocated brokerage
7. Complete required number client service delivery hours per day, dependent on overall hours worked to ensure our data is reported completely and accurately.
8. Ensure client budget and financial reporting is up to date and accurate where applicable.
9. Participate in and contribute to a positive team environment.
10. Provide support to the team as duty worker on a roster basis to follow up same day queries or more urgent matters.
11. Promote Latrobe Community Health Service in a positive and professional manner at all times.

**Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated understanding of the National Disability Insurance Scheme and Commonwealth Home Support Program, Home and Community Care under 65 program and how it will support people with a disability or chronic illness.
2. Strong knowledge of the principles of person centred care and demonstrated ability to apply this approach.
3. Demonstrated working knowledge of care coordination, brokerage and the ability to accurately cost and monitor budgets if allocated.
4. Demonstrated negotiation skills with a variety of internal and external stakeholders.
5. Ability to work as a team and demonstrated collaborative approach.
6. Excellent listening, written and verbal communication skills.
7. Demonstrated proficiency in the use of Microsoft Office suite of programs.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory:**

1. Tertiary level qualifications in the Aged Care industry.
2. Extensive experience in an equivalent of similar role.
3. Thorough understanding and use of the HACC-PYP, CHSP or HCP or NDIS programs in previous lines of work.
4. Current valid Victorian driver licence.

**Desirable:**

1. Previous experience in a related field is highly desirable.

**Organisational Responsibilities:**

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
3. MARAM Tier 4;
  - ≡ Uses information gained through respectful, sensitive and safe engagement with services users to identify and manage risk associated with family violence for women and any accompanying children.
  - ≡ Contributes to information sharing with other services (as permitted by the Victorian Child Safety Information Sharing Scheme and Family Violence Information Sharing Scheme) in order to assess and manage risk of family violence or promote the wellbeing or safety of children.

4. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This will be updated every three years.
5. Prior to appointment, credentialing documentation must be completed and verified.
6. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
7. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director Aged and Community Care
<b>Date:</b>	16 July 2021

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /