



Position Description Centre-based Respite Coordinator

Employment type: Part time, 0.65FTE (3 days/ 25 hours a week), commencing as soon as possible, contract role to 30 June 2023 (possibility of extension, aligned to funding)

Position location: RERC respite facilities in Melbourne Metro West/ RERC Head Office (Fitzroy)

Direct reports: 1 (Support Worker)

About us

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current programs include the CHSP program, Community Visitors Scheme, brokerage services in aged care, CALD programs and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

Role Purpose

The Centre-based Respite Coordinator is responsible for developing responsive day programs to meet the needs of carers and frail older members of the Russian community. This position undertakes the intake, planning and execution of group respite activities to support and maintain care relationships between carers and clients, through providing quality respite care for frail, older people so that carers can take a break.

Qualifications and Experience

Essential

- At least 2 years' experience in a group coordination or group facilitation role in a relevant operational environment.
- Fluent Russian speaker.

Desirable

- A qualification in Aged Care/ Home & Community Care/ Community Services (Certificate IV/ Diploma level as a minimum).
- Previous experience in aged care sector.
- Previous experience in a not-for-profit organisation.

Organisation

RERC Inc.
ABN: 91 549 424 794

Head Office

118 Greeves Street,
Fitzroy VIC 3065

Contact details

Tel: 9415 6899
Fax: 9415 9866

Web: www.erc.org.au
Email: mail@erc.org.au

Key Accountabilities

- Plan, develop, manage and continuously improve group respite operations to meet identified carer needs within approved budget and framework.
- Undertake the intake and assessment of carers and care recipients to understand their respite support needs and design an accurate, comprehensive and detailed care plan in partnership with individuals and their carers as appropriate.
- Conduct risk assessments and report identified risks to management.
- Service scheduling and managing clients to support acceptable attendance rates.
- Facilitate group activities, support and encourage clients to participate in activities of their choice whilst at the centre; support other staff in providing personal care to clients as required.
- Provide supervision and support to direct support staff.
- Comply and adhere to organisational policy and procedures, work instructions, CHSP guidelines and relevant legislative requirements.
- Document information including case notes, client files, client attendance sheets, staff timesheets and work plans in a timely manner.
- Maintain appropriate professional records, collect and prepare relevant statistical data, prepare regular and ad-hoc reports as required.
- Make logistical arrangements for respite retreats such as venue preparation, catering, room set up and clean up, evaluation sheets etc
- Conduct ongoing monitoring of service quality, ensure that program outputs and quality outcomes are delivered as required.
- Engage with a Russian community of carers and ensure services are culturally appropriate.
- Develop effective relationships with external agencies, providers, committees and forums and foster these relationships in the interests of service outcomes.
- Advise families of all relevant service options and refer clients and families to other RERC services if appropriate.

Other Duties

- Participate in and contribute to team meetings and a positive team and organisational climate.
- Contribute to service and agency development.
- Other relevant duties as directed by a line manager

Skills, Attributes and Knowledge

- A commitment to client centred practice and maximising the opportunities and support of older people via culturally appropriate services, with a demonstrated understanding of the issues experienced by carers in relation to their caring role.
- Ability to work with minimal supervision / direction.
- Proven ability to plan and coordinate responsive group services and individualised support to older people.
- Demonstrated skill in establishing empowering and supportive partnerships with clients and their families.
- High standards of ethical and professional behaviour.
- Proven ability to supervise direct support staff and promote a cooperative and cohesive team.

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- Ability to prioritise and effectively manage workload, with developed organisational skills, strong attention to detail and sound problem-solving skills.
- Demonstrated capacity in the use of IT systems, care management systems, Microsoft Office suite.
- Effective, positive and respectful communication skills, both written and verbal.
- Ability to liaise effectively with a diverse range of service providers including the CALD community.
- Demonstrated capacity to collect data, prepare reports and complete administrative tasks.

Other Mandatory Requirements

- Clear Police Check
- Current First Aid Certificate (or willingness to complete relevant training)

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