

Position:	Case Manager – Short Term Carer Targeted
Based:	GCH Stawell site – Patrick Street, Stawell
Responsible To:	Carer Respite & Support Services Manager and through them to the Chief Executive Officer.
Classification:	SACS Award Social Worker Class 1, Level 2 to Class 2 Level 7 depending on qualifications & experience
Team:	Carer Respite & Support Services - Central Grampians
Tenure:	12 month Contract Subject to the signing of an Employment Schedule All positions are subject to an initial 3 month review The period of employment is subject to ongoing funding & satisfactory work performance
Hours:	30 hours per week
Date:	July 2010

GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) formerly Grampians Community Health Centre Inc, has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy including the social determinants of health as stated in the Ottawa Charter. GCH is embedded in and operates from a number of sites servicing primarily the local government areas of Northern Grampians Shire, Rural City of Ararat, Pyrenees Shire and Horsham Rural City.

Balgartnie joined GCH in 1996 as a Psychiatric Support Service – it has since broadened its role to encompass rehabilitation and sub regional outreach.

Palm Lodge joined GCH in 2002. Palm Lodge has been in existence since 1976, first as a residential rehabilitation unit for people with a substance abuse problem and more recently as a counselling & health promotion unit for substance abuse, family violence & housing support and gambling problems.

Nexus joined GCH in November 2005. Nexus developed in Horsham to meet a need young people had expressed in 1999 after the closure of another youth project, Banjo's. It now provides an opportunity for young people in and around the Wimmera to participate in the development of services and recreational activities in a supportive, safe & innovative environment.

In May 2009 GCHC became Grampians Community Health – a company limited by guarantee.

Staff at the Centre work in many areas including: Drug & Alcohol Counselling & Withdrawal services, Social Work, Community Nursing, Community Psychiatric, Youth Work, Supported Accommodation, Family Violence, Community Development, Health Promotion and Education, Palliative Care and complex service delivery for Senior Adults, people with disabilities and their carer's.

Vision Statement:

"Vibrant & Healthy Communities"

GCH, in collaboration with the communities we serve, will provide excellence & leadership in the development & delivery of primary health care & community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera

Philosophy Base:

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff & clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

Central Grampians Carer Respite & Support Services provide services to:

Families and/or voluntary carers who are caring for people with:

- dementia
- frail elderly people over 65 years
- children over 6 years of age and adults who have an intellectual, physical or sensory disability or an acquired brain injury
- children 0-6 years with severe or profound disabilities
- ageing carers of people with a disability

Key Aims & Objectives of this position:

- To ensure that both the community and the service providers have a clear understanding of the Carer Respite Centre Program.
- To ensure the delivery of flexible, integrated, timely, carer focused services.
- To provide short term case management for carers
- To support the relationship between carer and the person being cared for to ensure optimal outcomes for both.

Key Tasks and Responsibilities:

Using the program and funding guidelines to:

- Determine a carer's eligibility for the program
- Assist carers to identify and prioritise their goals and respite needs which are used to develop their individual care plan (including emergency care plan options)
- Provide appropriate referrals to other services and programs
- Provide brokerage where appropriate
- Monitor and review care plan and episode of care
- Maintain accurate and up to date case notes on program data base

1. Provide one to one support for carers and the care recipient, including information, advocacy and support counselling.
2. Provide education and promote awareness of the Carer Respite & Support Services program to the community and other service providers, using a community development approach e.g. information displays and sessions
3. Identify the needs of carers within the Central Grampians sub-region and determine how these needs will be met, using a community development approach
5. Liaise with other workers to assist with the facilitation and development of specific carers' activities such as camps, social gatherings, support groups and support networks.

6. Assist in maintaining computer-based data records in line with GCH and the Carer Respite & Support Services requirements.
7. Provide input into planning and development of the Carer Respite & Support Services programs across the Grampians region and Central Grampians sub- region.
8. Attend Carer Respite & Support Services staff and team meetings
9. Liaise with all service providers to continually improve coordination of services and ensure equitable access for carers.
10. Document new initiatives, new programs and prepare reports where necessary.
11. This position requires active pro-rata participation in the Quality Assurance programs, the Carer's Respite & Support Services and GCH - principally weekly casework meetings, professional supervision, GCH team meetings, GCH staff development days, annual staff weekend and GCH staff meetings. Included in this is participation in centre- wide and program-specific Health Promotion Activities.
12. As part of the GCH team participate in the daily activities required for the smooth operation of the centre ie intake duty etc.

Key Selection Criteria:

Ability to successfully carry out the following tasks:

- * Understanding of the **needs and concerns of carers**
- * Work **independently** and as part of the Carer Respite & Support Service **Team**
- * Work with people using the **community development model** to ensure maximum participation in planning and implementation of programs and services.
- * **Planning, implementation and evaluation** of programs and services.
- * Work with diverse groups of people using accepted **group work skills**
- * Work within **privacy guidelines** in a small community
- * Have the ability to **prioritise and contain the work load** when necessary
- * Work with a deep understanding of the **social model of health** and how it relates to wellbeing and good health outcomes.
- * Model **leadership qualities** in the areas of QA and the Social Model of Health
- * Understanding and knowledge of and belief in **Quality Assurance**.
- * Skills in **advocacy, negotiation and conflict resolution**.

Qualifications & Experience:

Experience in case management in aged care and disability and in the Human Service field would be an advantage.

Other Skills:

Current licence to drive a motor vehicle.

Other Conditions:

No overtime allowance is made for this position. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the Carer Respite & Support Services Program Manager and/or Chief Executive Officer and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.

1. The organisation's cars can be used for work related activities, depending on availability. Use of own car will be reimbursed at the modified RACV mileage rate. **Note:** The use of a private

vehicle to travel in excess of 40km return needs to be approved in advance by the Program Manager, Resources Manager or the CEO

2. This position will have an annual appraisal at which time the job description will be reviewed by the Carer Respite & Support Services Program Manager and a GCH Core member in consultation with the employee and modified if necessary.
3. Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
4. Annual Leave and Personal (Sick) Leave will be payable on a pro rata basis.
5. GCH understands that "normal working hours" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Out of Hours" book.
6. Superannuation contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
7. All permanent GCH staff have access to salary packaging which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
8. 48/52 or 50/52 leave variation options may be available at the relevant Managers discretion after a qualifying period (check policy '5.3 Employment Conditions' for details)
9. A National Police Check & Working with Children Check (if required) will be carried out at the GCH's expense prior to commencement of employment.
10. Grampians Community Health is an Equal Opportunity Employer and a smoke free workplace.

**Grampians Community Health is proud to be the winner of the
National Work & Family Award 2005**

Signed: _____
Employee

Date: ____ / ____ / ____

Signed: _____
Program Manager

Date: ____ / ____ / ____

Signed: _____
Chief Executive Officer

Date: ____ / ____ / ____

Additional Information to Applicants

- **Key selection criteria must be specifically addressed in your application**
- Applications should include clear details of work experience and qualifications

- Applications should include references and the name, address and daytime telephone number of two work- related referees
- For further information on Grampians Community Health please refer to the website www.grampianscommunityhealth.org.au

Applications must reach the address below by

Friday 6th August 2010 at 5pm

Late applications will not be considered.

Applicants should include day and evening telephone contact numbers so that we can readily arrange interview times if necessary

If you are emailing your application, you will be sent an email confirmation of receipt of your application. If you do not receive this, please contact reception to confirm that your application has been received.

Please ensure a signed Privacy Statement is returned with your application – this document can be downloaded from the website www.grampianscommunityhealth.org.au

Successful applicants would be required to undergo a police check

Address applications to:

“CONFIDENTIAL”

Jill Miller

CEO

Grampians Community Health

8 – 22 Patrick St

STAWELL Vic 3380

Ph: **5358 7400** Fax: **5358 4113**

email: gch@grampianscommunityhealth.org.au