

BURNETT RESPITE SERVICES INC.

“CARINBUNDI”

“Disability Service Workers Award” and “Conditions of the Burnett Respite Services Inc. Enterprise Agreement”

Position Title: Supported Accommodation Coordinator

Position Classification: Full-time

Responsible to: Service Manager

Position Purpose:

The primary purpose of the position of Supported Accommodation Coordinator is to ensure that all supported accommodation houses maintained by Burnett Respite Service are staffed, maintained and managed in a manner that supports and assists those people with disabilities, who are resident of the houses. It is also seen to be a purpose of this position for the coordinator to exercise a duty of care for the clients in the houses, the workers who staff the houses, and themselves.

Position Function:

- To be responsible for the staffing and overall functioning of the supported accommodation houses;
- To undertake the rostering of staff to ensure the houses are adequately supervised 24 hours a day;
- To be responsible for the management of clients’ individual finances while resident in the supported accommodation houses;
- To be responsible for the management of clients’ Supported Accommodation Packages as funded by DSQ, including record keeping and accountability functions;
- To ensure that clients’ health checks are conducted regularly and that any health concerns are addressed promptly;
- To conduct regular staff meetings with workers staffing the supported accommodation houses;
- To provide supervision to those staffing the supported accommodation houses;
- To undertake an active role in the recruitment and selection of staff for the supported accommodation houses;
- To ensure that the needs of clients and their families / carers are being met through the processes of regular client meetings, goal setting with clients, regular reviews of client activities, and the planning of daily client programs that are reflective of needs and goals;
- To regularly meet with the Service Manager to review the Supported Accommodation program and access supervision and support from the Service Manager if required;
- To liaise with the Training Officer to ensure that staff training is current;
- To liaise with other community organizations and legal bodies (ie. Public Trustee, Adult Guardian, Centrelink, & Community Visitor) in the role of advocate and manager for clients’ financial and personal affairs;
- To contribute to the creation of a safe, secure, and attractive environment in which consumers, their families, and staff can interact;
- To ensure that First Aid Certificate is current and be responsible for the upgrading of certificate when due to lapse;
- To maintain an up-to-date working knowledge of human rights and the rights of people with disabilities, and apply these in a manner which reinforces and promotes these rights in the community;

Position Specification:

Minimum Education and / or Qualifications relevant to the position:

- Certificate IV Community Services (Disability)
- Preferred Certificate IV Service Coordination (Ageing & Disability)

Specialised or Technical Knowledge Skills and Abilities required to Perform Job Tasks:

- A developed awareness of human rights and the rights of people with disabilities;
- Sound skills in oral and written communication, particularly that appropriate with clients and client families, other staff, community service providers, and other members of the community. This includes an understanding of the appropriateness of certain communications, i.e. Giving advice or opinions about / to clients and their families;
- Ability to safely transport clients to other locations;
- Thorough knowledge of work activities performed within Burnett Respite Services Inc.;
- Sound knowledge of procedural methods of Burnett Respite Services Inc.;
- Utilisation of professional or specialized knowledge relevant to the position;
- Working knowledge of the guidelines or statutory requirements relevant to Burnett Respite Services Inc.;
- Ability to work with minimal supervision;
- Ability to recruit and supervise staff, including the ability to develop and manage rosters.

Certificates or Licences required:

- Current Queensland Class C: Manual Drivers Licence (original copy to be sighted by Service Manager)
- National Police Check or Blue Card (to be renewed every 2 years at employee's expense)
- Current First Aid and Resuscitation Certificate (to be updated at the employee's expense)

Signatures:

Supported Accommodation Coordinator

Date:

Service Manager

Date: