



INFORMATION PACKAGE

POSITION VACANT

PERSONAL SUPPORT PLANNER (PART TIME) – ACTIVE LIVING EUROBODALLA FIXED TERM CONTRACT UNTIL JUNE 2021

REF NO: ESC353

CLOSING DATE: 4.30PM WEDNESDAY 23 JUNE 2020

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Jen Wilden on 02 4474 1053



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

Position Description

Personal Support Planner (Part Time) – Active Living Eurobodalla


Position Code	Fixed Term - TPSUPPLAN
Division	Community Care
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation’s strategic direction and assist with decision making.

Our values represent ‘the way we do things’ and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Plan and provide innovative, flexible and responsive services to seniors who have identified support needs as directed by them and in line with Commonwealth Home Support Program (CHSP), Home Care Package (HCP) and Compacts guidelines and Council policy and procedure.

Main duties and key result areas (KRA)

1. Respond to referrals made through the My Aged Care (MAC) client gateway and through the health care system in keeping with CHSP, HCP and Compact guidelines.
KRA: Referrals are responded to appropriately and action documented in MAC, Cosmos and TCM as required.
2. Plan support services to seniors and their families that connect people to their community, promote independence and support health and wellbeing, in line with referral requests.
KRA: Ongoing or short term support services in place as appropriate.
3. Establish and maintain reciprocal relationships with clients, their families and other service representatives that have been referred to our services that are responsive and based on mutual respect.
KRA: Relationships are sound, with good evidence of responsive action and respectful conduct. Client satisfaction surveys result in 90% or above satisfied.
4. Engage direct support workers/volunteers or third party providers to deliver support services and monitor the effectiveness of these services.
KRA: Staff, Volunteers and/or agencies are engaged to provide services to clients in line with client requests and MAC and Cosmos referrals and service provision is effective.
4. Cost and monitor services in line with program budgets and available resources; develop individual support plan budgets for HCP clients, monitoring spending and providing statements to participants.
KRA: Client budgets are correct and reflect funding and support costs, grant funds are spent as directed and utilised to their full potential, statements delivered each quarter as appropriate.
5. Assess and mitigate risk in relation to service delivery and maintain your duty of care to clients and others who may be affected by the services planned by you.
KRA: Risk assessments completed appropriately in relation to service delivery and appropriate action taken to minimise risk to clients and to others.
6. Accurately maintain client records, service delivery documentation and financial records within Council systems in line with established policies and procedures.
KRA: Client and financial records are accurate and current, kept in accordance with legislation and with Council and Community Care current policies and procedures.

7. Contribute to the Community Care Business Strategy, marketing plan and other Council continuous improvement initiatives to ensure excellent service provision and to maintain a competitive edge.
KRA: Evidence of contribution to Community Care's Business Strategy, marketing plan and improvement initiatives.
8. Contribute to the development and review of processes and procedures in relation to the Aged Care Quality and Safety Commission and other legislative requirements to ensure sound governance.
KRA: Evidence of contribution to governance process and procedures.
9. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Relevant tertiary qualifications in Community Services ie; Degree, Associate Diploma or Diploma in Health, Community Services, Social Science or related field.
2. Recent experience working with people who are ageing.
3. Demonstrated experience developing, implementing, monitoring and evaluating support services to seniors.
4. Demonstrated ability to develop, monitor and report on client budgets/budget allocations.
5. Broad and current knowledge of the Commonwealth Home Support Program (CHSP), Home Care Program (HCP) and Compacts.
6. Excellent oral and written communication skills.
7. High level computer skills with knowledge of Word and Excel.
8. Willingness and ability to follow EEO and diversity principles and practices.
9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Experience in using The Care Manager (TCM) client database system.
2. Willingness to provide on-call support to direct support staff (DSW) on a roster basis.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current Class C Driver's Licence.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

Verified clearance as a result of a Working with Children Check is required as well as an assessment of the results of a National Criminal History Record Check

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Jennifer Wilden – Team Leader Support Planning
DATE: July 2020

It is a required of this position that the successful candidate have evidence of currency for the following immunisations:

- * Diphtheria
- * Tetanus
- * Pertussis (whooping cough)
- * Hepatitis B
- * Measles
- * Mumps
- * Rubella (MMR)
- * Varicella (chickenpox)
- * Tuberculosis (TB) – TST screening is required if the person was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB.
- * Influenza – Annual influenza vaccination is not a requirement, but is strongly recommended.

CONDITIONS OF EMPLOYMENT

Position Title:	Personal Support Planner (Part Time) – Active Living Eurobodalla
Reference Number:	ESC353
Grading:	Grade 10 of Council’s salary system
Salary Range:	In the range of \$36.72 to \$39.12 gross per hour comprised of: * \$33.53 to \$35.73 base salary, * \$3.19 to \$3.39 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working With Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council’s expense.

Vaccinations	<p>It is a requirement of this position that the successful candidate have evidence of currency for the following immunisations:</p> <ul style="list-style-type: none">DiphtheriaTetanusPertussis (whooping cough)Hepatitis BMeaslesMumpsRubella (MMR)Varicella (chickenpox)Tuberculosis (TB) - <i>TST screening is required if the person was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB.</i>Influenza - <i>Annual influenza vaccination is not a requirement, but is strongly recommended.</i>
Hours of Work:	<p>Fixed Term part time 21 hours per week position, scheduled over three days to be negotiated.</p> <p>Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	<p>Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.</p>
Leave Entitlements:	<p>Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.</p>

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

