

# Job Opportunity



**Roles:** Community Support Officer  
Community Care Team Planner

**Status:** Full time

To meet our growing needs we currently have opportunities for a Full time Community Support Officer and a Full time Community Care Team Planner to join our Community Team.

**Community Support Officer** provides support for all aspects of work done by the community care team to ensure our clients' needs are met in a holistic and timely manner.

## Responsibilities:

- Responsible for the provision of, and documentation of care and services provided.
- Responsible for the documentation of incidents and/or accidents, changes to Care Recipient details and circumstances, administration paperwork or other records as directed.
- Maintain in optimum condition and use efficiently the organisations equipment, resources, supplies and facilities that support the delivery of programs.
- Engage in Worker education, job planning, appraisals and feedback, team meetings and other activities that contribute to workforce and business development goals. This includes completing all designated mandatory training packages.
- You may be expected to undertake other duties as are within your level of competence and training.
- Cover of front desk as required.

**Community Care Team Planner** provides the planning of care within the CHSP program and ensuring effective service delivery of the HSP, BHC and CHSP programs by managing bookings & schedules and working closely with our in-home Service Providers and Barossa Village Staff.

## Responsibilities:

- Ensure we are meeting the targets of our CHSP funding agreement around unit utilisation as reported under DEX Reporting requirements;
- Manage Client bookings and schedules as required for HCP / BHC / CHSP and Brokered Clients according to procedures, work instructions and legislative requirements and in a manner that supports Clients and their families.
- Manage all changes to bookings and schedules in a timely manner to the benefit of the Client.
- Organise the logistics and content of three information sessions a year for service providers.
- Respond to any concerns about or from Contractors.
- Cover front desk as required.
- All appropriate administrative and documentation processes and procedures are effectively implemented and maintained including systems for the efficient filing and retrieval of information.

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To be successful in these roles you will need:

- Current Drivers Licence
- A fully comprehensive insured car that is up to date with services
- Participate in Barossa Village annual mandatory vaccination programs
- Have current National Criminal History Check / Clearance

Aged Care experience in Community Settings, additional training in dementia and/or a Certificate 3 or 4 in Community Services will be looked upon favourably.

If this role aligns to your skills, knowledge, experience and passion please submit your resume to [trishap@barossavillage.org](mailto:trishap@barossavillage.org) by close of business Friday the 9<sup>th</sup> October 2022

Trisha Price

HR Coordinator  
Barossa Village