



**Position Description – Commonwealth Home Support Program Co-Ordinator**

**Job Title**  
Commonwealth  
Home Support  
Program Co-  
Ordinator

**Reports To**  
Aged Services Manager

**Supervisory Responsibilities**  
Volunteers

**Applicable Award**  
Local Government (State) Award 2017

**Overall purpose of the position**

Manage the day to day operation of the Bingara Commonwealth Home Support Program (CHSP) Multi Service Outlet

**Tasks and responsibilities**

- Provide a centralised Home and Community Support service in Bingara for the aged and people with disabilities, working within the policies and procedures set by Gwydir Shire Council and the Department of Social Services.
- Process orders and maintain adequate supplies of consumables.
- Undertake administrative functions associated with CHSP, including Routemarch documentation for NSW Transport reporting requirements, as well as other general office duties including process incoming mail, banking, record keeping and administration of petty cash.
- Oversee the recruitment and training of volunteers, including completion of relevant documentation, provision of support and supervision.
- Co-ordinate transport for individual clients.
- Co-ordinate the maintenance (fuel, cleanliness & roadworthiness) and repairs of the CHSP bus and other vehicles used for the transportation of clients.

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- Assess new clients, reassess existing clients as required, refer and document through My Aged Care Portal.
- Liaise with clients and their family, medical staff and other service providers to ensure the services provided are in accordance with specific client needs.
- Collect and input data to provide accountable evidence to DDS to support the operation of the Bingara Multi Service Outlets.
- Organise and liaise with meal providers for the provision of Day Centre catering.
- Co-ordination of Meals on Wheels service to Clients
- Organise special functions and outings.
- Ensure mandatory training requirements are kept current and up to date.
- There may be a degree of physical movement involved in this position as the employee is regularly required to stand, walk and talk, look or hear. The employee is frequently required to use hands to handle or feel; reach with hands or arms; and stoop, kneel and crouch.

### **Equal Employment Opportunity**

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

### **Requirements of the Role.**

#### **Essential**

- Current Class C Driver's License.
- Own vehicle with comprehensive insurance
- First Aid Certificate
- Excellent customer service and communication skills
- A Good understanding of the services provided by CHSP and Aged Care Standards
- Competency in the use of Microsoft Office applications.
- Well-developed time management skills
- Ability to work unsupervised and to prioritise tasks

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**Desirable**

- Certificate III Individual Support.
- Experience in the care of aged persons or people with disabilities.

**Employment Declaration**

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

**Printed Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Position:** \_\_\_\_\_**Office Use Only****Prepared by:** \_\_\_\_\_**Date:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Position:** \_\_\_\_\_

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