

## POSITION DESCRIPTION

### WELLNESS CO-ORDINATOR

<b>DIVISION or PROGRAM:</b>	Home Care	<b>AWARD AND LEVEL (if applicable):</b>	SCHADS – Level 5
<b>DATE OF APPROVAL:</b>	July 2019	<b>APPROVED BY (Position Title):</b>	GM, Home Care

## PURPOSE OF THE POSITION

The Wellness Co-ordinator provides timely support to the Executive Manager, Clinical Therapies and the Home Care team to ensure clients are receiving Specialist and Clinical Services as outlined in Care Plans and via referral as well as providing support to the specialist and clinical service areas of the business to ensure KPIs are met.

## KEY ACCOUNTABILITIES

- Perform the duties of the role in accordance with CatholicCare's Mission, Vision and Guiding Principles
- Accept and triage referrals for Specialist and Clinical Services, into appropriate areas of the business.
- Provide ongoing support including referral and transition to other clinical and non-clinical services
- Manage linking referrals of clients to external specialist and clinical services, follow up on recommendations.
- Liaise with stakeholders to assist in establishing an annual calendar of events to meet client and funding needs including but not limited to Group Education and provision of information
- Work closely with key stakeholders to identify objectives, target audience, facilities, collateral required and budget for identified events
- Develop project plans to co-ordinate events, including logistics, marketing and communication, sourcing and arranging presenters
- In conjunction with manager, identify clinical projects for university level students to be engaged, taking the lead role in oversight of clinical placements
- Engage with Specialised Support clients, undertaking home visit and providing ongoing support as required
- Clinical service provision relevant to individual healthcare profession as required
- In conjunction with the manager, provide support to the clinical team by providing supervision and overseeing professional development opportunities relevant to business objectives.
- Other duties as directed from time to time.

## KEY COMMUNICATIONS

This role works closely with Executive Manager, Clinical Therapies as well as Support Advisors to ensure the provision of specialist and clinical services. The role also has regular contact with clients requiring specialist and clinical needs and specialist staff or external providers to co-ordinate required services.

The Wellness Co-ordinator will build relationships and work with external providers, students and stakeholders to co-ordinate group education and other events.

## KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)

1.	Ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values
2.	Qualifications as a healthcare professional with AHPRA registration or membership to an appropriate professional body
3.	Clinical experience in community aged care or disability with a demonstrated understanding of clinical services as applicable to older persons
4.	Experience in engaging with university level students, including oversight of key clinical projects and supporting students with meeting placement KPIs
5.	Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
6.	High level communication, interpersonal, and engagement skills, with ability to maintain confidentiality on sensitive issues
7.	High level administration and computer skills including proficiency in the MS Word suite and an ability and willingness to learn new software
8.	A proactive approach and demonstrated problem solving ability
9.	Ability to work as part of a team, engage with people from all socio-economic and cultural backgrounds to meet organisational and client outcomes

\* CatholicCare reserves the right to vary this position description in response to its changing needs.