

Southern District Support Association

Position Title: *HACC Administrator*
Position Reports to: *General Manager*
Main Area of Responsibility: *Liaise between SDSA and the Access Point and the Regional Assessment Agencies*
Award: *SCSE Award Level 4*
Full Time position

POSITION SUMMARY

The HACC Administrator's primary objective is to liaise between SDSA, the Access Point and the Regional Assessment Agencies in relation to new clients and carers seeking services from SDSA and provide coordination for client and carer service reviews and/or re-assessment.

Other duties required to be carried out by the HACC Administrator (secondary to the primary focus of this position) is to assist the General Manager in a number inter-agencies operational areas including training, team building and researching additional funding options.

The HACC Administrator must have a sound understanding of HACC policy, guidelines and standards in respect to the provision of services to HACC eligible clients.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential Criteria

- A strong commitment to working with people with disabilities and frail aged persons (HACC Target Population).
- Ability to design and deliver training sessions and presentations to a diverse audience.
- Experience in managing a team and the ability to supervise and develop staff, build a strong team culture and work efficiently both autonomously and in a team environment.
- Highly developed interpersonal, written and verbal communication skills.
- Ability to operate under limited supervision and priorities and complete work within set time frames.
- Knowledge and understanding of Occupational Safety and Health standards in the workplace
- Demonstrated decision making and problem solving skills to innovatively implement client service provision and providing quality care.
- Computer literacy in word processing, spreadsheets, and calendar management software in order to prepare corresponding and effective documentation.
- Demonstrated time management and organisational skills to effectively plan and prioritise work tasks.
- Willingness to participate in SDSA procedures, e.g. relevant in-service training, staff appraisal and complete relevant documentation.
- Current Senior First Aid certificate.
- Ability to respect the Christian ethos and values of the Association.
- A current WA motor vehicle licence is required - 'C' class and own vehicle.
- National Police Clearance essential.
- Hold a minimum of Certificate IV in Human Services (Aged Care or Disability) **or** be prepared to obtain same within a 12 month period. SDSA will consider applicants with equivalent level of expertise and experience to undertake the range of activities required.

Desirable Criteria

- Knowledge of community resources.
- Previous experience working with people with disabilities or the frail aged.
- Ability to assess medical, social and environmental factors, in particular the degree of functional disability of clients.

Additional Information:

- This position will commence in April 2011.
- This is a full time position (38hrs per week).
- Office hours are Monday to Friday 9am to 5pm (including a 30 min lunch break)
Location: Armadale Lotteries House
Suite 8/122 Forest Road, Armadale
- The commencement salary is \$27.74 p/hr. Pro rata personal leave, annual leave with 17.5% leave loading and other costs apply. Salary sacrificing available after successful completion of 3 months probationary period.
- For additional information refer to our website www.sdsa.info or email Susan at susan@sdsa.info
- Applications, selection/essential addressed criteria and resume to be emailed to susan@sdsa.info

Or posted to:

General Manager
Southern Districts Support Association
P O Box 200
Kelmscott WA 6991