

Carers WA Job Pack

Dear Prospective Applicant

Thank you for your interest in the position of **Carer Support Planner**, with Carers WA.

This is a full-time position which is subject to ongoing funding. The position attracts a salary package between \$65,000-72,000 pa plus super and salary packaging, 5 weeks annual leave and two wellness days per annum. Package dependent upon qualifications and experience.

Please find attached the Job Description for the position.

About Carers WA

Carers WA is the peak body representing the needs and interests of carers in Western Australia and is part of a national network of Carers Associations. Carers provide unpaid care and support to family members and friends who have disability, mental illness, a chronic condition, terminal illness, an alcohol or other drug issue or who are frail aged.

Position Description

The **Carer Support Planner** is the first point of contact for carers and will be responsible for undertaking the carer support planning processes. This new service has been established by Carers WA following the award of a tender to be the lead Regional Delivery Partner in Western Australia for the new Integrated Carer Support Services (ICSS), funded by the Department of Social Services. Commencement of service delivery began in April 2020. This position will become part of a growing team of up to 15-20 staff members whose role is to support carers to identify their goals and ensure that an appropriate support plan is prepared, implemented and evaluated regularly. You will be required to work successfully within a collaborative, inclusive team environment and communicate professionally and empathetically with carers. The position will also be required to liaise with a wide range of partner organisations to raise awareness of carers within the broader community.

Essential Selection Criteria

1. A relevant qualification (Cert IV Community Services, Diploma Social Sciences, Psychology, Social Work) and a minimum of 3 years of experience in the Community Services sector.
2. Experience with intake, planning, supporting and referral processes for clients within an area of carer support, health, aged care, disability or mental health.
3. Proven competence with person centred practice supporting individuals to increase independence, participation and wellbeing.
4. Demonstrated understanding around working with Aboriginal, CALD and LGBTIQ individuals and communities.

5. High level of competency using computer software including Microsoft Office Suite, and/or customised client databases, as well as virtual communication modes (phone, skype, Zoom).
6. Well-developed verbal and written communication skills in a community service or health-based context.
7. Willingness to work flexibly including active participation in change management.

Successful applicants will need to have a current Working with Children Check (WWC) or have the ability to obtain a WWC, and have a National Police Clearance (less than 3 months old) prior to commencement.

Only shortlisted applicants will be contacted for an interview

Applications must include a covering letter addressing the selection criteria, CV and contact details of two professional referees. Applications can be submitted online via www.seek.com.au.

Carers WA reserve the right to begin the recruitment process and withdraw the position prior to the close date/time.

Applications close midday on Monday, 21st September.

Job Description

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| Position: | Carer Support Planner |
| Reporting to: | Program Manager |
| Hours of work: | Full-time, 37.5 hours per week, Monday – Friday. Weekend and outside of business hours work will be required on occasion. |

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Duties and responsibilities:

- Contribute to the planning and support function in compliance with DSS guidelines.
- Ensure all systems, processes and procedures are developed and tested for the implementation of the planning and support function.
- Undertake the Carer Star planning process for carers seeking services and support.
- Conducting referral processes to services and supports identified in the Carer Plan.
- Monitoring Carer Plans and initiating re-evaluations at appropriate times.
- Deliver a carer focused service which consults with carers and involves carers in planning, service delivery and evaluation.
- Actively participate in ongoing professional development and training opportunities.
- Engage in reflective practice within a team environment and actively participate in supervision.
- Comply with organisational policies and current good practice.
- Entering data accurately into Carers WA CRM database.
- Develop and maintain networks for peak carer advocacy.
- Assist with and undertake other duties as determined by the Program Manager.