
Respite Coordinator Job Profile

CHCDIS1C Orientation to disability work

Elements

Demonstrate commitment to quality services for people with disabilities
Support rights, interests and needs of people with disabilities
Respond to situations of risk or potential risk to people with disabilities

CHCDIS2C Maintain an environment designed to empower people with disabilities

Elements

Enhance communication by people with disabilities
Enhance the independence of people with disabilities
Uphold the rights and responsibilities of people with disabilities
Contribute to the development and review of policies
Work as a member of a team to research the development of policies on empowerment

CHCDIS3C Provide services to people with disabilities

Elements

Assist people with disabilities to identify their needs
Support people with disabilities to meet their needs
Review work/services provided for people with disabilities
Manage challenging behaviour
Administer medication according to organisation policy

CHCINF2A Maintain organisation's information systems

Elements

Maintain accurate records
Handle organisational correspondence
Provide information as required

CHCDIS4A Design procedures for support

Elements

Assess the personal support requirements of the person with a disability
Design individual personal support procedures
Implement individual personal support procedures

CHCCS2C Deliver and develop services for people with disabilities

Elements

Target suitable services for people with disabilities
Deliver services to people with disabilities
Review services provided to people with disabilities

CHCCOM3C Utilise specialist communication skills

Elements

Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships
Conduct effective communication with service users and staff
Contribute to the development of effective communication strategies
Represent the organisation to a range of groups
Apply specific communication techniques to assist in resolving conflict
Implement mechanisms that facilitate group discussions

CHCORG6B Coordinate the work environment

Elements

Contribute to and promote effective work practices
Promote effective work relations
Facilitate work group activities
Develop and implement staffing processes as required
Advocate for workplace health and safety and fair employment practices

CHCOHS302A Participate in safety procedures for direct care work

Elements

Identify manual handling hazards, assess related risk and follow risk minimisation procedures
Identify sources of risks to personal safety, assess level of risk and follow risk minimisation procedures
Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others
Identify other hazards and assess risks
Follow procedures and strategies for risk control
Contribute to OHS in the workplace.

CHCADMIN3B Undertake administrative work

Elements

Maintain accounts
Participate in budgeting processes
Operate equipment
Maintain equipment
Monitor equipment use and needs

CHCCD1B Support community participation

Elements

Work with individuals and the community to promote participation
Support existing community activities

CHCCS6B Assess and deliver services to people with complex needs
Elements

Assess and analyse the needs to ensure they can be met
Identify and provide for the delivery of services to meet the identified needs
Evaluate service delivered to people with complex needs

CHCORG29A Provide coaching and motivation
Elements

Prepare for on job coaching
Coach colleagues on the job
Follow up coaching

SRCCD006A Implement community inclusion process for people with a disability
Elements

Plan community support in conjunction with people with a disability
Empower people with a disability to communicate their needs and choices
Assist people with a disability to establish relationships with key people
Apply strategies for lining people with a disability to recreation opportunities

SRCCRO010A Conduct a recreation program for people with a disability
Elements

Prepare for program/activity
Establish effective communication
Assist the person with a disability to meet lifestyle and relationship needs through participation in a program/activity

HLTFA2A Apply advanced first aid
Elements

Assess the situation
Manage the casualty
Coordinate First Aid activities until arrival of medical assistance
Communicate essential incident details

BSBFLM403A Manage effective workplace relationships
Elements

Gather, convey and receive information and ideas
Develop trust and confidence
Build and maintain networks and relationships
Manage difficulties to achieve positive outcomes

BSBFLM402A Show leadership in the workplace

Elements

Model high standards of management performance and behaviour
Enhance the organisation's image
Influence individuals and teams positively
Make informed decisions

HLTHIR3A Work effectively with culturally diverse clients, customers and co-workers

Elements

Follow work practices based on an awareness of culture as a factor in all human behaviour
Contribute to the development of workplace and professional relationships based on acceptance of cultural diversity
Communicate effectively with culturally diverse persons
Resolve cross cultural misunderstandings

HLTCSD5A Assist with client/patient movement

Elements

Prepare to assist with client movement
Assist with client movement
Complete assistance with client movement

HLTCSD8A Transport clients/patients

Elements

Prepare for transport
Transport client
Deliver client

TDTC897A Drive coaches/buses

Elements

Drive the coach
Monitor traffic and road conditions
Monitor and maintain vehicle performance