



Home Care Coordinator x 2 (Polish speaking) – Full time

We are seeking 2 x Home Care Coordinators to work with our clients of Polish descent in Melbourne, Victoria.

The role:

Helping older people and people with disabilities live better in their own homes by ensuring quality care and support is delivered in a customer-centric way. Planning and oversight of the scheduling and delivery of timely care and supports that meet customer goals and delivery of exceptional service.

Location:

- Western Suburbs or
- Head Office: Mount Waverley

Responsibilities:

- Planning and oversight of the quality care services offered to clients and their carers across all programs to execute excellence in care and support
- Working collaboratively with the Care Managers to undertake and ensure timely recruitment and effective performance management of staff
- Responsible for the development and review of Care Plans in consultation with customers and their families
- Undertaking initiatives to increase access and proper targeting of program services to potential clients
- Ensure individual consumers budgets are accurately recorded and monitored regularly to reflect the customer's care plan
- Regularly reviewing customer Care Plans
- Preparing all relevant reports and making recommendations, both in writing and verbally to Care Manager quarterly
- Maintaining a contemporary level of professional knowledge and competence through networking and participation in appropriate meetings, courses and other professional activities; Undertaking professional development training as directed

Requirements:

- Diploma in Community Services, Care Management or Social Support or relevant tertiary education (Bachelor or Masters degree)
- Drivers' licence
- Very good command of Polish and English
- Exceptional time management and interpersonal communication skills
- Excellent administrative and computer skills
- Warm and patient demeanor
- Strong work ethics
- Current National Police Check
- Current Practical First Aid & CPR Course
- Two professional references
- Proven work experience as a Care Coordinator or similar role

Benefits:

- Flexible hours of work
- Training opportunities
- Competitive rates of pay, fortnightly pay structure

Enquiries:

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