

Position Objective

To provide direct care to clients and their caregivers, along the palliative care trajectory and in bereavement. This includes psychosocial/spiritual assessment, on-going care planning, casework, counselling and liaison with other services both within Peninsula Home Hospice (PHH) and the community.

To work effectively as a member of an interdisciplinary team, actively participate in organisational committees and the wider community.

Statement of Purpose

Peninsula Home Hospice provides home based specialist palliative care that optimises quality of life for those in our care, and honours the hope for choice, dignity, comfort and peace.

Core Values

We value: *Integrity, Collaboration, Respect, Innovation and Empowerment*

Position Specification

Reports To	Clinical Leader Allied Health
Award	Aligns with Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and Community Services Employee Level 6
Hours	As per Contract
Role Reflection	Initially during the probation period at three months, and six months, then annually

Key Selection Criteria

Mandatory	<ul style="list-style-type: none">• Tertiary qualifications in Psychology, Counselling, Social Work• Eligibility for membership or registration to relevant Professional Association• Demonstrated ability to work with issues associated with dying, death and bereavement• Demonstrated ability to conduct psychosocial and spiritual assessments• Demonstrated ability to develop, implement and evaluate care plans to address the changing needs of clients• Demonstrated ability to provide counselling for clients and their families and caregivers• Well-developed interpersonal and written communication skills• Ability to work independently with minimal supervision and as part of an interdisciplinary team• Current Victorian Drivers Licence
Desirable	<ul style="list-style-type: none">• Community palliative care experience• High level of organisation and time management skills• Experience and skill in group facilitation• Well-developed computer skills

Key Responsibilities

1. Conduct psycho-social and spiritual assessment, planning and evaluation
2. Provide counselling which includes bereavement interventions to meet the needs of clients and their carers/families
3. Provide spiritual support to meet the needs of the clients and their carers/families
4. Facilitate client groups
5. Provide case work support for clients and their carers/families
6. Provide timely and relevant support to other members of the team
7. Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)
8. Demonstrate effective and efficient management of own workload to include indirect activities.

Key Responsibility 1 Conduct psycho-social and spiritual assessment, planning and evaluation

Effective assessment and planning ensuring that psychosocial spiritual needs are met

- Prioritises new referrals for assessment within accepted timeframe
- Assesses individual mental functioning, emotional status, loss history, social supports, coping styles, strengths and challenges, financial and legal concerns and spiritual needs
- Assess group and family functioning
- Assist clients in setting goals, plans and evaluates interventions
- Provides client and carer/family education as appropriate
- Participates in discharge planning to ensure the provision of timely and appropriate services
- Participates and contributes to the multi-disciplinary team meetings

Key Responsibility 2 Provide counselling which includes bereavement interventions to meet the needs of clients and their carers/families

Ensures therapeutic interventions build client and family capacity

- Establishes rapport with clients and families
- Demonstrates counselling skills
- Provides opportunities to explore issues and emotions, and to increase self-awareness
- Normalises grief processes and individual differences
- Demonstrates ability to facilitate Family Focused Therapy

Key Responsibility 3 Provide spiritual support to meet the needs of clients and their carers/families

Ensures spiritual needs are met

- Invites spiritual exploration and supports what is sacred
- Demonstrates ability to identify spiritual needs and provide appropriate spiritual support or referral to specialist worker
- Provides or refers clients for culturally appropriate religious support, ritual and worship

Key Responsibility 4 Facilitate client groups

Provide opportunities for growth in group environments

- Demonstrates group facilitation skills
- Facilitates family meetings
- Participates in the development and implementation of groups
- Evaluates the effectiveness of group programs
- Demonstrates ability to mediate conflict resolution
- Arranges practical support for clients and carers/families or referral for practical support

Key Responsibility 5 Provide case work support for clients and their carers/families

Supports clients and carers to access practical supports

- Provides advocacy and liaison support in obtaining community resources and practical supports.
- Makes appropriate referrals to other community services as required
- Facilitates problem solving and development of coping strategies

Key Responsibility 6 Provide timely and relevant support to other members of the team

Demonstrates ability to support team growth within collegial boundaries

- Demonstrates ability to respond to other team members needs for collegial emotional support, and feedback on an informal basis
- Provides support and encouragement of self-care practices within team
- Demonstrates ability to refer colleagues for support if their needs are beyond collegiate

Key Responsibility 7 Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse Clients (CALD)

Engages in culturally safe practices

- Demonstrates a positive regard for diverse cultures.
- Responds to others in a non-judgmental and non-evaluating manner
- Demonstrates awareness of the relationship between culture and health beliefs and the relationship between culture and health seeking behaviour
- Develops effective communication and relationships with other ethno-specific providers and community groups
- Demonstrates knowledge of culturally appropriate resources and how to access them, including use of interpreting services

Key responsibility 8 Demonstrate effective and efficient management of own workload to include indirect activities

Ensures time, skill and organisational resources are used for the betterment of the service

- Maintains current client records and meets statistical reporting requirements
- Recognises opportunities for the development of research and quality initiatives including new service programs
- Actively participates in supporting internal and external committees
- Contributes to the regular revision of written resource material for client use
- Accepts responsibility for the supervision of tertiary students as delegated
- Reviews own work performance, identify learning needs and accesses opportunities for development

All staff are expected to:

- Demonstrate an understanding of Peninsula Home Hospice Policies and Procedures, including those relating to quality management
- Participate in PHH Quality Improvement Activities including ACHS EQulP
- Maintain a professional appearance as required by Peninsula Home Hospice Policy
- Ensure familiarity and compliance with Occupational Health and Safety requirements and regulations
- Undertake other projects and duties as directed by your Line Manager or the Chief Executive Officer

A condition of employment with Peninsula Home Hospice is that all staff have a satisfactory Police check and a Working with Children Check.

.....
Employee

Date.....

.....
Chief Executive Officer

Date.....