

# SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS) Case Manager (CACPs) Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: [administration@celas.org.au](mailto:administration@celas.org.au) | Web: [www.celas.org.au](http://www.celas.org.au)  
Address: 209 Nicholson Street, Footscray VICTORIA 3011



SERVICING THE SPANISH SPEAKING  
COMMUNITY OF VICTORIA  
SINCE 1977

## CELAS Case Manager Community Aged Care Packages Position Description

The purpose of the CELAS Case Manager Community Aged Care Packages (CACPs) is to be responsible for providing high quality case management to frail aged, ill or disabled Spanish speaking people who are recipients of Community Aged Care Packages (CACPs).

### Position Details

Title:	CELAS Case Manager Community Aged Care Packages (CACPs)
Work Location:	Footscray, Victoria
Employment Type:	Fixed-term until October 2010 – Part-time [three days per week]
Salary Range:	Value Range: \$18 to \$20 per hour [inc. Superannuation]
Further information:	Alba Sosa
Phone:	(613) 9687 0181
Position reports to:	Aged Care Programs Manager
Closing Date:	12 March 2010

### Organisational Environment

#### About CELAS

CELAS is a community agency based in Melbourne, Australia. Since 1977, we have assisted the Spanish speaking community of Victoria. Our mission is to help individuals so that, through active participation, they may develop their potential to live a prosperous life.

Our objective is to meet the needs of Spanish speakers in the fields of education, interpretation, health and social assistance, among others. The strength of CELAS throughout all these years lies in understanding the needs of the community it serves, as well as our demonstrated ability to offer programs and services that fulfil these needs.

#### Duties and Responsibilities.

##### CACPs Case Management

- Monitor clients to ensure they receive the appropriate level of service as their needs change and as specified through ACAS – Aged Care Assessment Service client evaluation
- Monitor client needs and undertake necessary update to client's workplans, ensuring all parties agree and are aware of changes and reasons for changes

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- Monitor and manage the service budget of each client to ensure they receive necessary services within the year without their individual budget's exceeding
- Liaise with CACPs workers and contractors to allocate their time according to client need ensuring regular and scheduled services are provided to client's
- To ensure all packages are filled at all times and liaise with Aged Care Programs Manager when a package becomes vacant
- To be familiar with infoxchange (S2S) waiting list and CELAS-CACPs Policy and Procedures Manual
- Liaise closely with Community Aged Care Packages workers and Aged Programs manager to report any issues relating to services provided to the client and the clients' well being
- Ensure appropriate and effective communication procedures with clients, their carers and family.
- Maintain the strictest confidentiality regarding to client privacy.
- Maintain client's files updated, safely kept and locked at all times.

### Skills, Qualifications, Attributes.

#### Skills

- Experience in the working with and knowledge of Aged Care services, assessments and care management
- Knowledge of the SCOTT referral procedures
- Knowledge and understanding of the issues affecting elderly members of the Spanish speaking community.
- Ability to link with other service providers, networking.
- Computer skills

#### Attributes

- Ability to speak, write and read Spanish fluently
- Accountable and independent (able to work with minimal supervision)
- Common sense and good problem solving skills
- Flexibility
- Cooperative and good interpersonal skills (to liaise with co workers, clients and other persons)
- Good communication skills (both written and oral) to be able to convey ideas and concepts clearly

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- Effective time management skills, be able to prioritize efficiently
- Awareness of the issues and constraints (funding, resources and the like) of working within the community sector, and hence a commitment to helping people who may be in need.
- Commitment to gaining the best results for clients
- Ability to develop supportive relationships with clients, workers and management
- Ability to work and be part of a working team

### Qualifications and Experience

- Social work or similar tertiary qualification
- Certificate in Aged Care, Community Development or the like
- Experience in working with frail aged and people with disabilities

### Accountability

This position is directly accountable to the Aged Care Programs Manager. The worker will undergo a performance appraisal once per year to discuss achievements of the agreed work plan. Supervision meetings with the Aged Programs Manager will be organized once a fortnight or as required.

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### Other Relevant Information

#### ▪ How and Where to Apply

Applicants are encouraged to visit [www.celas.org.au](http://www.celas.org.au) to obtain 'Information for Job Applicants' which is an outline of our application, assessment and selection processes when working with CELAS. Applicants without Internet access may obtain a copy from the contact listed under 'Position Details'.

Applications marked 'confidential' must be posted to: CELAS Recruitment Officer, 209 Nicholson Street, Footscray VIC 3011.

#### ▪ Employment Safety Screening Requirements

CELAS is committed to selecting people able to provide quality services and a safe working environment to our clients. Accordingly, we have rigorous employment safety screening requirements for all new employees.

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All competitive applicants will be required to undergo additional employment safety screening. This involves establishing identity, consenting to a National Criminal History Records check, and verification of claims through referee comments.

All of our employees are required to comply with relevant CELAS personnel related policies.

- **Diversity**

CELAS adheres to the Equal Employment Opportunity principles, values diversity and encourages applications from a diverse array of backgrounds.

- **Agreement/Award Coverage**

This role is covered by the SACS Award Certified Agreement 2000 Class I.

### Specific Health and Safety Requirements

CELAS is committed to minimise Occupational Health & Safety (OHS) risks in the workplace. Employees are required to be familiar with, adhere to and use or manage the relevant policies, guidelines, procedures.

### Privacy Notification

CELAS requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.