

# HCP Care Advisor

- Immediate start
- Full time (part time 4 days a week negotiable), contract role to 30 June 2025, with possibility of extension
- Flexible working including working from home (with HQ in Fitzroy)

## WHO ARE WE?

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984. We provide a range of community services with a strong focus on people with CALD background. Our current programs in aged care space include HCP, CHSP and ACVVS, and brokerage services. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

## ABOUT THE ROLE

Home Care Advisor will plan, coordinate and provide day to day management and administration of Home Care Packages and ensure the activities of the Home Care Packages operate effectively and efficiently to meet the identified needs of elderly people & their carers, with the aim of supporting clients to remain living at home and enable clients to exercise choice in decision making about their own care. Home Care Advisor provides high quality services in accordance with Aged Care Quality Standards, funding and legislative requirements. Duties may include, but are not limited to:

- Ongoing assessment of client needs, preferences and goals, in a manner that is considerate of client diversity dimensions and cultural safety.
- Provide appropriate advice and support to clients, enabling them to navigate the service system and empower them to make choices and decisions that best suit their individual needs.
- Develop, implement, monitor and review on a regular basis a goal directed care plan in partnership with a client and their representative to optimise client's health and wellbeing; prepare and maintain client service agreements.
- Prepare, manage and monitor client budgets, provide monthly statements, maintain records of expenditure and ensure services remain within budget.
- Coordinate services and activities of the Home Care Packages, arrange direct care and engage third party providers where necessary.
- Undertake client onboarding and discharge in a manner consistent with guidelines, policies and procedures.
- Provide person-centred case management support to clients, resolve queries and issues.
- Ensure adherence to Aged Care Quality Standards, program guidelines, policies and procedures.
- Identify, monitor and review client risks, report/ escalate/ address as required.
- Maintain client records, case notes and reports and update care management system entries on a timely basis to ensure that client data is accurate, relevant, complete and up-to-date.

## ABOUT YOU

To be successful in this role you will need:

- Minimum 3-years' experience in Home Care services for elderly people
- Solid experience in complex aged care planning, client assessments, service coordination and casework for in-home services

- Tertiary qualification in nursing, allied health, human services, or other related field, or lesser formal qualifications with substantial experience in working with elderly people or people with disabilities in a home and/or community setting.
- Bilingual (fluent Russian is essential)
- Understanding of dementia care / respite care and experience in working with CALD clients is desirable
- Current Police check (within 12 month) or willingness to obtain one.
- A current full driver's licence and access to a fully insured vehicle
- Unrestricted rights to work in Australia

### Application Process

To apply for this role, please email your most recent CV and cover letter to: [career@rerc.org.au](mailto:career@rerc.org.au), applications will be considered on receipt.

- Only short-listed candidates will be contacted.
- Applicants must have the right to work in Australia.
- The successful applicant will be required to undergo a National Criminal History check.

If you require a support with the application process, please contact the Manager, People and Capability, Ms Kseniya Subach, on 0422 333 817 or via [career@rerc.org.au](mailto:career@rerc.org.au).

*\*Please note we do not accept applications via agencies*

**Applications are screened on a rolling basis and selected candidates will be invited for an interview process, with intention to hire the right candidate ASAP.**

*RERC is committed to building a respectful and inclusive workplace, appointing the best person for the role, and supporting diversity.*