



## Care Coordinator

**Employment type:** Permanent Part Time, 28 hours per week  
**Location:** Brisbane, QLD

The Sisters of the Good Samaritan are seeking to employ a Care Coordinator to work part time (approx. 28 hours per week) to coordinate a range of care services to support Sisters with their health and aging needs.

### Background

When Archbishop John Bede Polding founded the Sisters of the Good Samaritan in 1857, he chose this name because he firmly believed that their work was about being neighbour to the poor and destitute women and children of Sydney. For over 160 years the Sisters of the Good Samaritan have been inspired by a simple yet powerful story, the Parable of the Good Samaritan (Luke 10:25-37.) They take as a living instruction Jesus' command to go and show compassion, go and 'be neighbour' to those most in need.

Our neighbour might be an impoverished child from a squatter village in the Philippines, a prisoner in Melbourne, a child at school, a refugee family, a single mum at risk of homelessness or a woman escaping a home afflicted by family violence. The Sisters reach out to help wherever they can.

The Sisters of the Good Samaritan carry out their duty of care for each Sister through ensuring her ongoing health and wellbeing. The Congregation is committed to:

- Supporting and resourcing care for Sisters who have health, ageing and wellbeing needs, and
- Ageing in place (community houses or locale) where possible and appropriate

### About the Role

The primary role of the Care Coordinator is to respond effectively to health and ageing needs of Sisters in the Congregation in Queensland. This involves providing clinical support and coordinating employees and external providers to provide health, well-being and care services for Sisters in Queensland.

### Key Responsibilities

- Assess the health care needs of Sisters
- Assess a Sister's accommodation needs and preferences whether for aging in place or aged care
- Provide professional advice relating to health issues
- Initiate and support Sisters to agree to ACAT assessments
- Access appropriate community providers of health care packages (HCP) and services
- Facilitate the case management of the allocated HCP for nominated Sisters

- Accompany Sisters to medical appointments in order to provide ongoing personal and educative support
- Assist Sisters with hospital preparation and admission procedures
- Monitor post operative care / rehabilitation
- Assist Sisters to implement health and lifestyle plans
- Support Sisters to have choice and flexibility in their care through case management and Home Care Package (HCP) coordination for those Sisters who are allocated HCPs including coordinating the delivery of care and managing package budgets
- Facilitate reflective practice for the local health care team and external providers for developing and implementing creative options and solutions that deliver exceptional care outcomes
- Monitor and manage risks associated with the delivery of health and well-being services
- Manage incident reporting and protocols as required by SGS policies and legislation
- Ensure compliance of health and well-being services to relevant legislation such as work health and safety, public health orders
- Coordinate Care Support staff to deliver services for nominated sisters living in the community and facilitate changes to care support services as needs arise
- Regular communication with SGS Healthcare team the local SGS Congregational Healthcare team

### **Essential qualifications and experience**

- A commitment to supporting the ethos, culture and charism of the Sisters of the Good Samaritan
- Registered Nurse and 5 years post registration experience in areas such as Hospital nursing, Community nursing and or Aged Care
- Computer literacy in current versions of Microsoft programs including: Outlook, Word, Excel and Google
- Effective interpersonal communication and listening skills
- Well developed written and verbal communication skills
- Ability to handle sensitive inquiries with tact, discretion and confidentiality
- A personal desire to support elderly people to live valued and meaningful lives
- Ability to work autonomously and collaboratively as part of a team
- Ability to coordinate clinical practice and care consistent to meet each Sisters requirements
- Ability to coordinate community services and resources and build effective external relationships
- Ability to work flexibly within the role and the healthcare team – this may include on call and emergency support as required
- Sound problem solving and analytical abilities
- Ability to apply regulations / legislation in relation to clinical risk and quality improvement processes
- Possess a current Drivers License and use of a car
- Provide proof of current vaccination against COVID-19

## **Desirable Requirements**

- Post graduate qualifications in a relevant specialty
- Nursing assessment and clinical skills

## **Safe Work Environment & Child Safety**

The Sisters of the Good Samaritan create safe environments for the care and protection of children and adults at risk. As a child safe organisation, we prioritise the principles of safeguarding at all levels of our Congregation's life and mission. We have a zero-tolerance approach to all forms of abuse and neglect.

The successful applicant must be willing to undertake a National Criminal History Check.

## **Application**

If you would like to apply for this position, please include:

- Cover Letter that addresses the Essential Criteria, and
- Resume that details relevant qualifications and experience

Please submit your application and any enquiries about this role to: [hr@goodsams.org.au](mailto:hr@goodsams.org.au)

Applications close January 27, 2022.