

General Information

Peninsula Home Hospice is an accredited, not for profit community palliative care organisation providing specialist health care and practical support to people living at home with a life threatening illness and their families and caregivers. PHH supports people who live within the Mornington Peninsula Shire, City of Frankston and City of Kingston (south of Mordialloc Creek)

Statement of Purpose

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

Core Values

We are: *Respectful, Compassionate, Inclusive, Supportive, Responsive*

Position Specification

Reports To	Clinical Services Manager or delegate
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

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

Key Selection Criteria

Mandatory	<ul style="list-style-type: none">• Tertiary qualifications in Psychology, Counselling, Social Work or Pastoral Care (minimum of two units of Clinical Pastoral Education)• 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
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- Desirable
- Community palliative care experience
 - High level of organisation and time management skills
 - Experience and skill in group facilitation
 - Well-developed computer skills

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

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 and client advocacy
5. Provide timely and relevant support to other members of the team
6. Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)
7. Demonstrate effective and efficient management of own workload to include indirect activities.

- Key Responsibility 1 Conduct psycho-social and spiritual assessment, planning and evaluation**
- 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
 - Makes appropriate referrals to other community services as required
 - 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**
- 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
 - Invites spiritual exploration and supports what is sacred
 - Facilitates problem solving and development of coping strategies
 - Demonstrates ability to facilitate Family Focused Therapy

- Key Responsibility 3 Provide spiritual support to meet the needs of clients and their carers/families**
- 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
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- Key Responsibility 4 Facilitate client groups and client advocacy**
- 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 timely and relevant support to other members of the team**
- 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
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- Key Responsibility 6 Utilise culturally appropriate intervention strategies for Culturally and Linguistically Diverse Clients (CALD)**
- 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 7 Demonstrate effective and efficient management of own workload to include indirect activities**
- 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

Employee Signature

Date

Employee Name

Chief Executive Officer Signature

Date