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| **Position Title:** | Manager Pause Program  |
| **Reports to:** | General Manager Home Care |
| **Indirectly reports to:** | Operations Manager Clinical and Care and Clinical Lead Allied Health |
| **Direct Reports:** | N/A |
| **Business Area:** | Home Care |
| **Primary Location:** | Corporate Office, Subiaco |

**The Pause Program**

The aim of the Pause Program is to pilot and evaluate an innovative approach to facilitating respite at Amana Living. The focus is on improving the wellbeing of both family carer and person living with dementia, thereby supporting the person with dementia to live well at home for longer.

The program aims to shift thinking about the importance and value of pause breaks and periods of respite, at various stages of the dementia journey, and tailor experiences to the changing needs and preferences of both family carer and person living with dementia.

The program enables carers to explore opportunities to take a pause break, identify self-care strategies, including understanding dementia and the caring role, and consider a variety of respite options. It enables people living with dementia to engage in meaningful physical, cognitive, and social activities that support them to live well at home. Pause breaks can occur in various environments, including but not limited to, the person’s home and local community, in a community centre, cottage or residential care facility.

##### PURPOSE

The purpose of this position is to provide dementia respite support at various stages of the dementia journey to enhance the wellbeing of family carers and people living with dementia. Manager Pause program will actively contribute to the development and delivery of the Pause Program that is responsive to need and improves respite outcomes, thereby supporting carers and enabling people with dementia to live well at home for longer. This will involve working closely with clients and their carers to create a tailored respite experience that aligns with their individual needs, goals and preferences.

**VISION, MISSION, AND VALUES**

Manager Pause program contributes to Amana Living’s Vision, Mission, and Values.

**VISION**  A community where every older person is honoured and valued.

**MISSION** Together, we enable older people to maintain their individuality, providing what is needed to support a fulfilling life.

**VALUES**  **Compassion** We act with kindness, empathy, and respect to foster a community of caring

**Collaboration** We work together, so every person’s contribution advances our common purpose

**Curiosity** We are determined and creative in finding ways that deliver great outcomes

**Inclusion**  We celebrate diversity, ensuring everyone is welcomed and treated equitably

**Trust**  We take our responsibility seriously and are worthy of the trust placed in us

**AGED CARE CODE OF CONDUCT**

Aged care workers are covered by the Code of Conduct for Aged Care. The Code sets out how approved providers (Amana Living) and their workers (Amana Living staff) and governing persons must behave and treat consumers when providing aged care services, and strengthens protections for older Australians against unsafe, poor-quality aged care services.

Amana Living expects all staff covered by the Aged Care Code of Conduct to comply with Code and all remaining staff to provide care and/or service that is safe and respectful and to behave in a way that is in keeping with the Code.

**WORK HEALTH AND SAFETY**

Manager Pause program is required to take reasonable care for their own health and safety and the health and safety of other persons at the workplace. Throughout their employment they must comply with any reasonable instructions, policies and procedures relating to health and safety at the workplace.

##### KEY DUTIES AND RESPONSIBILITIES

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| **CORE RESPONSIBILITIES** | **KEY TASKS AND DUTIES** |
| **Program Development and Implementation** | * Lead the implementation of the Pause Program with clients and carers
* Engage with each Pause Program participant (carer and person living with dementia) to ensure appropriate and timely dementia respite support is provided.
* Work with Pause Program participants to identify informal and formal respite opportunities.
* Use validated tools to assist carers and people living with dementia to reflect on their self-care and wellbeing.
* Use pilot outcomes to develop and implement a model of dementia respite support that addresses the knowledge, understanding and needs of both carer and person living with dementia.
* Provide individual and group information, education and support on all aspects of respite to family carers and people living with dementia.
* Involve carers and people living with dementia to design, develop and implement respite support planning tools and procedures
* Collaborate with carers and person with dementia to develop a personalised Respite Plan
* Support community capacity through building collaborative partnerships with key internal and external stakeholders and other service providers as appropriate
* Maintain professional knowledge and standards to ensure provision of high-quality dementia respite support
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| **Communication and Teamwork** | * Collaborate with clients, family carers and key stakeholders to ensure an integrated and coordinated approach to the development of the dementia respite model.
* Participate in and contribute to Pause Program meetings, briefings and updates for key internal and external stakeholders
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| **Operational, Administrative and Documentation** | * Ensure that Pause Program participant interaction, engagement and other appropriate information is documented in line with Amana Living procedures and industry standards
* Ensure timely, accurate and consistent management of Pause Program participant information and utilise electronic clinical management systems for recording participant information and to report outputs to meet funding requirements
* Coordinating part-time Operations Support Officer to undertake Pause Program administrative functions
* Development of the Dementia Respite Support Guide and implement as a resource for dementia respite planning.
* Other administrative duties relating to grant requirements, as required for the role.
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##### KEY OUTCOMES

* Successfully implement and review outcomes of the Pause Program pilot
* Based on pilot outcomes, develop and implement the Pause Program incorporating a model of dementia respite support that addresses the knowledge, understanding and needs of both carer and person living with dementia for respite at various stages of their dementia journey.
* Increased awareness and understanding of the importance and value of pause breaks and periods of respite at all stages of the dementia journey for Amana Living staff, carers, people living with dementia and the wider community.
* Ensure requirements of the grant, as required for role, are fulfilled within the allocated time-frames
* Increased interdisciplinary and collaborative approach to dementia respite support across Amana Living.

**SELECTION CRITERIA**

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| **SKILLS, KNOWLEDGE & ABILITIES** |
|  Experience working with people living with dementia and their family carers. |
| Knowledge and understanding of the impacts of dementia for individuals, carers and their support networks |
| Experience in facilitating community and group education, and supporting community capacity building |
| Ability to work independently and as a member of a team |
| Demonstrated good verbal, written and interpersonal communication skills, including the use of active listening and reflective questioning. Well-developed case note, record keeping and computer literacy skills. |
| Proven experience in an operational role or operationalizing systems and business initiatives to completion. |
| Proven organisational and time management skills |
| Ability to problem solve, applying innovative solutions whilst working within the organisation’s policies, procedures, and values |
| Experience working in a project environment that resulted in meeting the project deliverables within timeframe and budget.  |

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| **ESSENTIAL REQUIREMENTS** |
| A formal qualification or significant work experience in a related field, eg allied health, nursing. |
| National Police Clearance Certificate (no older than 6 months) or NDIS (Worker’s Screening) Check (inclusive of National Police Clearance) |
| Current APHRA Registration without restrictions, or equivalent |
| Western Australian C Class Driver’s License.  |
| Proof of current influenza and Covid-19 vaccinations as per Amana Living policies |
| Successful completion of pre-employment medical |

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| **ATTRIBUTES & ATTITUDES** |
| Professional presentation and proactive attitude |
| A growth mindset and a willingness to embrace change and be flexible |
| Self-awareness and the capability to prioritise personal development |
| Highly ethical with a focus on community contribution |
| Empathetic approach and the ability to quickly build rapport with a diverse range of carers and people living with dementia  |