

STAFF INFORMATION

DECEMBER 2016

1. Coordination Assistants
2. Medication Certificate Sign Off

SIGN OFF FOR SHARED HOME TEAMS		
Print Name	Signature	Date

Coordination Assistants

We are in the process of interviewing each of the people who expressed an interest in the Coordination Assistant positions.

These positions are not team leader positions and these people are not 'the boss' of the team. They are the hands and feet on the ground to help the Direct Service Coordinator. They take up tasks as directed by the Direct Service Coordinator but they do not take the place of the Direct Service Coordinator. All of the expectations of support workers still apply.

A Coordination Assistant may be called on to offer advice to support workers but this will be as directed by the Direct Service Coordinator.

To help employees understand roles and expectations our position descriptions will be posted on the website.

Medication Certificate Sign Off

The page requiring a sign off from the manager can be signed by the General Manager, Direct Service Manager, Operations Manager or Direct Service Coordinator.

Authorised by: Neal Rodwell – General Manager.

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