

STAFF INFORMATION SHEET

APRIL 2017

This is an upgrade on the previous March Staff Information Sheet

COORDINATION ASSISTANTS

I need to clarify the roles and responsibilities of CA's to counteract some confusion that has arisen.

House Coordination Assistants (HCA's)

HCA's are attached to the following homes and work as directed by the Direct Service Coordinator:

| | |
|----------------|--|
| Dianne Crow | Grace Avenue |
| Des Donohoe | Hogg Street |
| Maurie Wise | West Mooreville Road |
| Jodi Garland | Calder Road, 1/1 Oates Street |
| Ian Robson | William Street, Rundle Road, Lugana Crescent |
| Donna Plapp | Greenway Avenue, Kindred Road |
| Nadene Jones | Flinders Drive |
| Ros Connlley | Easton Avenue, Thorne Street |
| Chris Willsher | Studio 38a |
| Stephen Clarke | Latrobe Units, Torquay Road |
| Karen Clarke | Roberts Court |

General Coordination Assistants (GCA's)

GCA's can be called on by the Direct Service Coordinator, **Operations Manager**, Direct Service Manager or General Manager to carry out negotiated tasks across the service.

They are not the CA of the home that they work in unless asked to step into that role by the Direct Service Coordinator. Any concerns or ideas they have should be discussed the HCA.

Dennis Thompson
Lou Cleary
Rod Jeffries
Jodi Roberts
Zenon Aleska

Authorised by: Neal Rodwell – General Manager.

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