

## AGREED FINAL ARRANGEMENTS



### Network Manager, Stand-Alone House Manager and RSW Duties

Note: Where the term RSW is used in this Table it refers to ALL grades, unless specifically delineated.

Issue No	Function	Task	Former	Present
1	Client Care	Direct care of client	RSW & HM	RSW
2	Client Care	Implementing client procedures	RWS & HM	RSW
3	Client Care	Coordinating, developing & monitoring of residential service according to policies	HM	NM / System Support
4	Client Care	Monitoring quality and ensure continuous improvement	HM	NM
5	Client Care	Completing client related reporting	RSW HM	RSW
6	Client Care	Develop routines: 1. client 2. house	1. RSW 2. HM	1. RSW 2. RSW /NM
7	Client Care	Client Mgt Plans: e.g. behaviour, health 1. develop 2. implement 3. monitoring 4. formal training 5. coaching other staff	1. HM/ Clinician 2. RSW 3. HM/Clinician 4. HM/Clinician 5. HM/RSW	1. RSW 3 /CST support 2. RSW 3. NM/ CST support 4. NM/ CST support 5. NM/RSW3
8	Client Care	Quality Assurance of client mgt plan		NM
9	Client Care	Individual Plans: 1. coordinate with stakeholders 2. monitoring goals and objectives 3. setting up meetings 4. calling for reports e.g. doctors' visits 5. attending the meeting	1. RSW 2. RSW 3. RSW 4. RSW 5. RSW 6. HM 7. HM/RSW	1. RSW 2. RSW 3. RSW 4. RSW 5. RSW 6. NM 7. RSW 3

#### FOR IMPLEMENTATION

W:/Workplace Relations/Corp & Regional Framework

Last updated 03.03.05

## AGREED FINAL ARRANGEMENTS

Issue No	Function	Task	Former	Present
		6. monitoring IP is on track 7. coaching, mentoring / support re IP process		
10	Client Care (Respite)	Respite Plans 1. IP meeting for community clients 2. Update respite plans / 3 months	1. CST 2. RSW	1. CST 2. RSW
11	Client Care (Respite)	Endorse updated respite plans		NM
12	Client Care (Respite)	Ensuring respite Plans are completed	AM	NM
13	Staff Management	Manage and supervise staff performance	HM	NM
14	Staff Management	Supervision of staff including casuals	HM	NM
15	Staff Management	Workload distribution	HM	NM
16	Staff Management	Performance Management	HM	NM
17	Staff Management	Disciplinary Action	Area Mgr/Corporate Support (HR)	Regional / Area Mgr Corporate Support (HR)
18	Staff Management	On Call arrangements	HM/AM	NM (rotated)
19	Financial Management	1. Coordination and monitoring of budget 2. Provide reports	HM	1. NM 2. NM/Corporate Support (fin)
20	Human Resources	OH&S policies and procedures: e.g.. manual handling, risk asst, harassment, debriefing, fire safety 1. Implementing 2. Monitoring 3. Advice and support	1. RSW 2. HM/AM/OH&S Committee 3. DoCS HR	1. RSW 2. RSW/NM 3. OH&S support team
21	Human Resources	Monitor and report on OH&S issues 1. incident/hazard report	1. RSW 2. HM / AM	1. RSW 2. NM

### FOR IMPLEMENTATION

W:/Workplace Relations/Corp & Regional Framework

Last updated 03.03.05

## AGREED FINAL ARRANGEMENTS

Issue No	Function	Task	Former	Present
		<ol style="list-style-type: none"> <li>2. coordinate response</li> <li>3. assistance and advice, policy development and monitoring</li> </ol>	3. HM/ AM	3. System Support
22	<b>Rostering</b>	Develop roster based on agreed rostering principles	HM	NM/ System Support
23	<b>Rostering</b>	Participate in consultation regarding roster	RSW	RSW
24	<b>Human Resources</b>	Management of casual pool	HM	System Support
25	<b>Human Resources</b>	Booking casuals for: <ol style="list-style-type: none"> <li>1. short notice or emergencies</li> <li>2. long term absences</li> </ol>	RSW/HM	<ol style="list-style-type: none"> <li>1. RSW/NM</li> <li>2. NM/Corporate support</li> </ol>
26	<b>Human Resources</b>	Induction of casuals	RSW	RSW/NM
27	<b>Human Resources</b>	Recruitment	Various – AM/Manager/HM	System Support (coord); NM (participating)
28	<b>Liaison</b>	Liaise with other units re client \issues	HM	RSW
29	<b>Liaison</b>	Liaison with agencies (day to day client care)	RSW/HM	RSW
30	<b>Liaison</b>	Liaison with other agencies re other than client care or matters that are unresolved or referred	RSW/HM/AM	NM/RCLO
31	<b>Liaison</b>	Liaison with family on day to day basis	RSW	RSW
32	<b>Liaison</b>	Liaison with family (matters unresolved or referred)	RSW/HM/AM	NM/RCLO
33	<b>Human Resources</b>	Skill development of staff: <ol style="list-style-type: none"> <li>1. orientation to DADHC</li> <li>2. induction to un it</li> <li>3. training</li> <li>4. CBT</li> </ol>	<ol style="list-style-type: none"> <li>1. intranet self-induction</li> <li>2. HM</li> <li>3. Corporate Services/HM</li> <li>4. Area Training Officer</li> </ol>	<ol style="list-style-type: none"> <li>1. intranet / staff development officer</li> <li>2. RSW 3</li> <li>3. A&amp;R System Support</li> <li>4. Corporate support (area training officer)</li> </ol>
34	<b>Human Resources</b>	HR Policy, advice and support – e.g. conflict management	DoCS HR	Corporate Support (HR)
35	<b>Human Resources</b>	Management of Timeworks Pay System <ol style="list-style-type: none"> <li>1. complete attendance</li> </ol>	Various systems currently exist – however usually done	<b>Regions are advised that arrangements currently</b>

### FOR IMPLEMENTATION

W:/Workplace Relations/Corp & Regional Framework

Last updated 03.03.05

## AGREED FINAL ARRANGEMENTS

Issue No	Function	Task	Former	Present
		<ol style="list-style-type: none"> <li>2. complete Timeworks roster</li> <li>3. fax to payroll</li> <li>4. forward to Network Manager</li> <li>5. Authorise time sheets</li> <li>6. forward adjustments to payroll</li> </ol>	by RSW (often on night duty)	<p><b>applying in the regions are to be continued until otherwise advised.</b></p> <p><b>No final agreement in relation to a DADHC wide arrangement has been agreed and this matter will be discussed further.</b></p>
36	Financial Management	Financial Mgt client finances <ol style="list-style-type: none"> <li>1. daily balance checks.</li> <li>2. Enter expenditure</li> <li>3. develop annual budget for IP,</li> <li>4. application to OPC</li> </ol>	<ol style="list-style-type: none"> <li>1. RSW</li> <li>2. RSW</li> <li>3. RSW</li> <li>4. RSW</li> </ol>	<ol style="list-style-type: none"> <li>1. RSW</li> <li>2. RSW</li> <li>3. RSW</li> <li>4. RSW</li> </ol>
37	Financial Management	Client Finances <ol style="list-style-type: none"> <li>1. Reconciliation of expenditure</li> <li>2. Reviewing annual budget</li> </ol>	<ol style="list-style-type: none"> <li>1. HM</li> <li>2. HM</li> </ol>	<ol style="list-style-type: none"> <li>1. NM</li> <li>2. RSW/NM</li> </ol>
38	Financial Management	House Finances <ol style="list-style-type: none"> <li>1. Use purchase cards eg groceries/household items</li> <li>2. Petty cash shift changeover reconciliation</li> <li>3. reconciliation of purchase cards</li> <li>4. Petty cash record keeping</li> <li>5. Petty cash recoup/reconciliation</li> <li>6. Payment Vouchers (where used)               <ol style="list-style-type: none"> <li>a) paperwork for vouchers</li> <li>b) authorisation</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. RSW</li> <li>2. RSW</li> <li>3. HM/AM</li> <li>4. RSW</li> <li>5. HM/AM</li> <li>6. a) HM b) AM</li> </ol>	<ol style="list-style-type: none"> <li>1. RSW</li> <li>2. RSW</li> <li>3. NM/Corporate Support (Finance)</li> <li>4. RSW</li> <li>5. NM</li> <li>6. a) System Support /RCLO b) NM</li> </ol> <p><b>These arrangements will be reviewed.</b></p>
39	Financial Management	Fin Mgt – monitoring of policy – client / home finances	HM	NM
40	Financial Management	Monitor unit budget and adjustment as required	HM/AM	NM
41	Financial Management	Participate in annual budget development	HM/AM	NM Corporate Support (Fin)
42	Financial	Advice and training re financial mgt		Corporate Support (Fin)

### FOR IMPLEMENTATION

W:/Workplace Relations/Corp & Regional Framework

Last updated 03.03.05

## AGREED FINAL ARRANGEMENTS

Issue No	Function	Task	Former	Present
	<b>Management</b>			
43	<b>Financial Management</b>	House operating account – monitoring and management	HM	NM
44	<b>Reporting</b>	Preparation of draft briefing notes, ministerials	HM/AM	NM
45	<b>Reporting (other)</b>	1. Client related reporting 2. Management Reports (leave, etc)	1. RSW 2. HM	1. RSW 2. NM
46	<b>Respite (Bookings)</b>	Respite – determining priority	HM/CST	CST/ RCLO/NM
47	<b>Respite (Bookings)</b>	Respite - Compatibility	HM/AM	RSW 3/RCLO/NM
48	<b>Respite (Bookings)</b>	Respite – administration of booking	HM/AM	RCLO/NM
49	<b>Respite (Bookings)</b>	Respite – Monitoring respite usage	HM/AM	A&R System Support/RCLO/NM
50	<b>Respite (Bookings)</b>	1.Record information on respite usage 2. Enter data on respite usage on RDCD	1. RSW 2. HM/AM	1. RSW 2. A&R System Support/ NM
51	<b>Respite (Bookings)</b>	Respite – Mgt of cancellation	HM	CST/RCLO/RSW/NM
52	<b>Respite (Bookings)</b>	Respite – Mgt of unplanned requests	HM	NM/ CST/RCLO

### LEGEND

**RSW** Residential Support Worker  
**NM** Network Manager  
**CST** Community Support Team  
**RCLO** Respite Client Liaison Officer  
**A&R** Accommodation and Respite

### FOR IMPLEMENTATION

W:/Workplace Relations/Corp & Regional Framework

Last updated 03.03.05