

Southern Community Care Development Inc (SCCD): HACC Development Project (HDP)

HDP.1 - Description of Sutherland Shire HACC Development Project (HDP)

ALL SCCD PROJECTS WORK WITH A CLEARLY-DEFINED CLIENT TARGET GROUP & TO FULFIL OBJECTIVES DETERMINED BY THE SERVICE DESCRIPTION IN THE FUNDING AGREEMENT.

Descriptions by the Funding Body

Description of the Service Type - Non-Output Services 10.20 HACC Development Officer

HACC Development Officers (HACC DOs) provide a range of support, resource and information services to HACC-funded agencies and other organisations providing for the benefit of the HACC target group (see the HACC Development Officer's website www.nswhaccdos.org.au & other HACC documents on the funding body's website www.dadhc.nsw.gov.au).

Objectives

The HACC DO's work is determined by the project objectives (listed in *HACC Development Officer Service Type Description* at www.dadhc.nsw.gov.au), which include:

- To strengthen the capacity of the HACC service infrastructure to deliver quality services which respond to client needs, including special needs groups.
- To provide information about objectives and guidelines of the HACC Program and any other relevant Government policy and guidelines to HACC funded agencies and related community care services (see current guidelines at www.dadhc.nsw.gov.au).
- To strengthen interagency and community relationships and understanding of HACC.
- To promote better practice in the development of a strong, cohesive community care system.

Activities

- a) Inform current and potential service users, relevant government agencies, health, community care, disability service providers and the community about the HACC Program and the services it offers (detailed in **HDP.8 Promotion of HACC Services**).
- b) Build and generate social capital through establishing, maintaining and participating in networks, partnerships and links within and across relevant sectors (detailed in **HDP.11 Sector Development**).
- c) Support and be a resource for local HACC networks and individual HACC funded agencies (detailed in **HDP.6 Information for HACC Services, HDP.7 Sutherland Shire Community Care Forum & HDP.11 Sector Development**).
- d) Support and inform HACC-funded agencies on policy implementation and policy changes, in partnership with DADHC regional staff (detailed in **HDP.6 Information for HACC Services**).
- e) Provide information to HACC funded agencies on Program policies and guidelines such as the HACC National Guidelines, the HACC Service Standards, referral and assessment protocols and reporting requirements such as quarterly MDS reports (detailed in **HDP.6 Information for HACC Services**).
- f) Support groups of HACC services that wish to consolidate their activities in order to achieve greater efficiency or higher quality services (detailed in **HDP.11 Sector Development**).
- g) Share and disseminate good practice and local, state, national and global initiatives and research (detailed in **HDP.6 Information for HACC Services & HDP.12 Southern Sydney Community Care Intranet (SSCCI)**).
- h) Promote better practice towards a cohesive community care sector (detailed in **HDP.6 Information for HACC Services & HDP.12 Southern Sydney Community Care Intranet (SSCCI)**).
- i) Assist with identification and prioritisation of regional needs through the regional planning processes (detailed in **HDP.9 HACC Planning**).
- j) Collate views and information from service users and providers to peak and government agencies to improve the service system (detailed in **HDP.9 HACC Planning & HDP.10 Policy Development**).
- k) Provide governance information, including addressing management committees and participating in organisational planning days (detailed in **HDP.6 Information for HACC Services**).
- l) Participate in relevant policy development process (detailed in **HDP.10 Policy Development**).
- m) Facilitate HACC funded and related community care agencies' access to appropriate information, resources and relevant training (detailed in **HDP.6 Information for HACC Services & HDP.11 Sector Development**).
- n) In consultation with DADHC, develop strategies to identify and address the training needs of HACC-funded organisations (detailed in **HDP.11 Sector Development**).

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- o) In collaboration with any other development worker(s), contribute to project and service system planning by identifying shared goals and complementary strategies (detailed in **HDP.11 Sector Development**).

Service outcomes

- Efficient and effective regional HACC infrastructure to deliver quality services.
- HACC-funded agencies and networks operating from a strong knowledge base.
- Productive cohesion and network between HACC and other relevant community care services.
- Input from the service sector into the Regional planning process.
- Improved understanding of the HACC and related community care programs for agencies and the community.
- Increased integration and cooperation among local HACC services resulting in better outcomes for service users.
- Access and use of HACC services by service users is reflective of regional demographics.

Performance measures

The funded project is subject to the production of an annual work plan (see current workplan in [C:\HACCDO\HACCDO\haccdevproj\jobdescworkplan](#); process outlined in **HDP.4 HACC DO's Annual Workplan**). This work plan is jointly developed between the auspicing agency and the Regional Office of the Department.

An annual report on achievements against the previous year's work plan and detailing performance indicators is provided to the regional office of the Department by mid October each year (see last annual report in [C:\HACCDO\HACCDO\haccdevproj\HACCDOreports](#); process outlined in **HDP.4 HACC DO's Annual Workplan**).

Descriptions by the Auspice Body

Description of the Service – Sutherland Shire HACC Development Project

The Sutherland Shire HACC Development Officer is employed by *Southern Community Care Development (SCCD)* Inc with funding from the Home and Community Care (HACC) Program to provide a high quality support and development service in direct response to the requirements of the local HACC network, which consists of HACC service providers and service users in the Sutherland Shire. As an integral member and representative of the Sutherland Shire Community Care Forum, the HACC Development Officer must, as a priority, work co-operatively with the Forum and act in a timely and flexible manner to meet the individual and collective needs of members of the HACC network (listed in [C:\HACCDO\HACCDO\databases\guide2006](#)), as requested and as resources allow. The HACC Development Officer is responsible for the day-to-day operations of Sutherland Shire HACC Development Project, with the assistance of SCCD management committee and administrative staff (see organisational structure etc in **1.1 Statement of Purpose, Philosophy & Outcomes & 1.2 Management Committee**).

It should be noted that although the primary focus of HDP is HACC, the activities of the HACC DO often relate to, and impact on, organisations funded to support Sutherland Shire residents under other, related community care programs.

HDP Clients

Clients as Individuals: The HACC DO can provide one-on-one support and development services to organisations that receive HACC funding for individual projects. The HACC DO maintains an up-to-date data base/ mailing list of agencies that are funded to provide HACC services to Sutherland Shire residents ([C:\HACCDO\HACCDO\databases\guide2006](#)), with information provided by HACC funding bodies (see process in **HDP.3 Access to HDP Services**).

Clients as a Group: HACC funded services meet on a monthly basis as Sutherland Shire Community Care Forum, which is also attended by non-HACC organisations that are funded through different community care programs to support frail older people and people with disabilities living in the community and their carers ([C:\HACCDO\HACCDO\databases\guide2006](#)). It is for this group that the HACC DO advocates and from whom the HACC DO receives direction through meetings, planning days and Forum representation on the **SCCD** management committee (see process in **HDP.7 Sutherland Shire Community Care Forum**).

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Additional Objectives for SCCD

The HACC DO's workplan (in <C:\HACCDO\HACCDO\haccdevproj\jobdescworkplan>) includes objectives required by the auspice body:

- To operate the service to meet funding body requirements in the context of the auspice organisation.
- To assist the management committee with organisational management.

Additional Activities for SCCD

The HACC DO's workplan includes activities required by the auspice body:

- Develop and work to an annual workplan (described in **HDP.4 HACC DO's Annual Workplan**).
- Report to DADHC on an annual basis against the workplan (described in **HDP.4 HACC DO's Annual Workplan**).
- Develop and implement project management and quality improvement systems (see **HDP.3 Access to HDP Services, HDP.5 Recordkeeping & Planning & Evaluation** in *SCCD Policy & Practice Manual*).
- Operate the project within organisational systems of the auspice (described in whole *SCCD Policy & Practice Manual*).
- Manage administrative support staff (described in staff management section of *SCCD Policy & Practice Manual*).
- Resource management committee systems, including monthly meetings (described in organisational management section of *SCCD Policy & Practice Manual*).
- With administrative staff, assist management committee to meet legal and financial compliances (described in organisational management section of *SCCD Policy & Practice Manual*).

MANAGEMENT COMMITTEE APPROVAL

NAME: _____ (Chairperson) SIGNATURE: _____