

Home Based Respite Fact Sheet



What is home based respite?

The City of Port Phillip Home Based Respite program provides a service to assist families who have children and young people with additional needs / disabilities.

Home Based Respite is a service to:

- Enable parent/guardian and child participation in family, social and community activities
- Provide respite care and supervision of children and young people that will enhance their developmental progress and well-being

Respite can be provided during the day, evenings or weekends, on a planned regular basis or occasional basis. Respite care is usually provided in the client's home but may involve outings.

The service provides practical assistance and support to children and young people up to 18 years of age. It supports parents /guardians to have a break to take part in personal, social, and or recreational activities.

This Service is aligned to Council's Community Care Service, and both operate under the Department of Health Home and Community Care (HACC) program.

This fact sheet provides brief information on how our service operates. In addition, the Family Information Handbook is available on request.

The handbook is intended to assist parents /guardians, children, young people and their families to understand the roles and responsibilities in service provision as the program responds to the aims of:

- supporting the developmental needs and cultural identity of children and young people where they are able to grow and learn and contribute to their environment surrounded by nurturing respite carers and a supportive community.
- providing practices, which reflect and respond to the needs of children, young people and their families and the community.
- placing emphasis on co-operation, positive interaction and information sharing with children, young people, their families and others in the community.

The City of Port Phillip is responsible for the overall management of the Home Based Respite Care service and is the employer of our Respite Carers. The Co-ordination Unit, consisting of Team Leader, Resource Workers and Administration staff, manage, support and monitor the daily operation of the service and our team of carers. All carers offer unique qualities and skills to our program.

How do I apply for the service?

Application for home based respite does not require a doctor's referral. It can be made by the applicant, a family member, a friend or professional people involved with the family. Families must live in the City of Port Phillip.

Location Address

Home Based Child Care
St Kilda Town Hall
99A Carlisle Street
St Kilda 3182

Postal Address

City of Port Phillip
Private Bag No 3
PO St Kilda 3182

Phone Number 9209 6339

Email: helphomechildcare@portphillip.vic.gov.au (service email address)

The Co-ordination Unit can be contacted directly on their landlines between 8.00am and 5.00pm Monday to Friday.

St Kilda Town Hall opening hours are Monday to Friday 8.30am to 5.00pm.

What is the cost of the service?

The cost to the respite service is determined by your family's income. This is done in accordance with the Department of Human Services Home and Community Care guidelines.

Your hourly fee will be calculated according to the information that you provide. Charges are based on the fees set by Council.

\$3.65 per hour (low fee)

\$6.15 per hour (medium fee)

\$30.60 per hour (high fee)

Who are the respite carers?

Respite carers are employed with the City of Port Phillip. All staff have qualifications and extensive experience in the disability field. The staff provide a professional and caring service which is sensitive to children and young peoples' individual needs.

They will follow and carry out activities according to the Support Plan as determined and agreed to by the parent and the co-ordinator.

Respite carers are provided with regular training, support and supervision by Council staff and are part of a committed team of staff which provides a valuable service to the community.

Respite carers are required to have:

- First Aid Certificate level 11
- Police Check
- Working With Children Check
- Anaphylaxis Management Certificate
- Certificate 111 Disability Work

What support is provided?

The communication and involvement of parents in the program is supported to ensure appropriate decisions affecting your child's care in the program are made.

The service aims to provide programs and practices which reflect and respond to the needs of families and the community.

Parents are acknowledged in their contribution to policies and procedures of the program and are provided with the opportunity to participate.

The service follows City of Port Phillip's Municipal Early Years Plan where it states: 'Port Phillip, a city where childhood is honoured and all children are cherished and supported as active citizens with a voice of their own, secure in their identity and culture; where they are able to play, learn and contribute to their environments, surrounded by nurturing adults and supportive communities'. (MEYP 2005-2009)

What is a support plan?

After an initial assessment, a support plan is developed which provides detailed information about the service to be delivered including:

- type of service e.g. occasional or regular respite.
- specific tasks to be provided during the service.
- frequency, duration and date/s of service.
- monitoring schedule.

The carer is provided with a copy of the support plan.

Complaints

Any issues relating to your child /young person's respite, the operation and /or management of the service should be addressed initially to the co-ordinator.

Further contacts are as follows:

- City of Port Phillip, Children's Services Coordinator:
Rosemary Barrett – 9209 6534
- Health Services Commissioner Complaints and Information
Telephone: 8601 5200
Toll Free: 1800 136 066
TTY No. 1300 550 275
E-mail: hsc@dhs.vic.gov.au

Feedback

Parents /guardians and carers concerns, suggestions and feedback is encouraged and used to contribute to the development and operation of the service. Home Based Respite welcomes regular feedback from families, children and young people and carers about the quality of the service that is being offered. The input provided will inform the program of any aspects of service provision and of the effectiveness of support provided through the co-ordination unit.

We look forward to your family /child /young person being part of our service and hope that it is a mutually rewarding experience.

Connie Costanzo
Team Leader Home Based Child Care /Respite