

CHC40208 Certificate IV in Home and Community Care

This qualification addresses work in client homes and other community settings within defined organisational guidelines and service plans.

These workers:

- Carry out activities related to maintaining an individual's well being through personal care and/or other activities of living
- May provide services to individuals with complex needs, and/or work with groups of older people
Work may include training and support to promote independence and community participation, which may be provided as part of activities and programs in a variety of home and community care settings
- Report to service managers and liaise with professionals and other service providers
- May be required to supervise and/or coordinate a limited number of other workers.

Occupational titles may include:

- Assistant coordinator
- Assistant team leader
- Care team leader
- Community house worker
- Community support worker
- Day activity worker
- In-home respite care
- Personal care worker
- Senior community care worker
- Service coordinator
- Support worker
- Transport coordinator

Entry requirements

To gain entry into *CHC40208 Certificate IV in Home and Community Care* a candidate must be recognised as competent, through a recognised training program or recognition process, against the following compulsory units from *CHC30308 Certificate III in Home and Community Care* (or equivalent):

[CHCAC318A Work effectively with older people](#)

[CHCDIS301A Work effectively with people with a disability](#)

[CHCICS304A Work effectively with carers](#)

PACKAGING RULES

15 units must be selected for this qualification including:

- 6 compulsory units
- 9 elective units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification, including electives recommended for advanced care and service coordination work
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages

Compulsory units

[CHCAC416A](#) Facilitate support responsive to the specific nature of dementia

[CHCCS411A](#) Work effectively in the community sector

[CHCHC401A](#) Coordinate and monitor home based support

[CHCICS402A](#) Facilitate individualised plans

AND one of each of the following pairs of units:

[HLTOHS300A](#) Contribute to OHS processes

OR

[CHCOHS312A](#) Follow safety procedures for direct care work

AND

[HLTHIR403B](#) Work effectively with culturally diverse clients and co-workers

OR

[HLTHIR404B](#) Work effectively with Aboriginal and/or Torres Strait Islander people

The importance of culturally aware and respectful practice

All workers in the home and community care sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

In addition, this qualification has been structured to provide a specific focus on either Aboriginal and/or Torres Strait Islander or culturally diverse clients

Where work involves a specific focus on both Aboriginal and/or Torres Strait Islander and culturally diverse clients or communities, candidates are recommended to select whichever of the following units not selected as compulsory:

[HLTHIR403B](#) Work effectively with culturally diverse clients and co-workers

[HLTHIR404B](#) Work effectively with Aboriginal and/or Torres Strait Islander people

Relevant electives

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

Electives recommended for advanced care work

Those working in delivery of advanced care services should have the skills and knowledge addressed by:

[CHCICS401A](#) Facilitate support for personal care needs

In addition, at least 4 of the following units are recommended as electives for work in advanced care services delivery in a home and community care context:

[CHCAC410A](#) Collect technical data to support client health care plan

(Note pre-requisite [HLTAP301A](#))

CHCAD401D	Advocate for clients
CHCCM404A	Undertake case management for clients with complex needs
CHCCS426A	Provide support and care relating to loss and grief
CHCPA301B	Deliver care services using a palliative approach
HLTAP301A	Recognise healthy body systems in a health care context
HLTAP401A	Confirm physical health status

Electives recommended for service coordination work

At least 5 of the following units are recommended to be selected for service coordination work in a home and community care context

CHCADMIN403C	Undertake administrative work
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400A	Work within a relevant legal and ethical framework
CHCNET404A	Facilitate links with other services
CHCORG406A	Supervise work
CHCORG423A	Maintain quality service delivery

Client support

CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400A	Work within a relevant legal and ethical framework
CHCCS401B	Facilitate responsible behaviour
CHCCS417A	Provide support and care relating to suicide bereavement
CHCCS422A	Respond holistically to client issues and refer appropriately
CHCCS426A	Provide support and care relating to loss and grief
CHCDIS405A	Facilitate skills development and maintenance
CHCICS403A	Conduct individual assessment
CHCICS404A	Plan and provide advanced behaviour support
CHCICS405A	Facilitate groups for individual outcomes
CHCICS406A	Support client self-management
CHCICS407A	Support positive lifestyle
CHCICS408A	Provide support to people with chronic disease
CHCICS409A	Recognise and respond to suspected abuse of vulnerable people
CHCICS410A	Support relationships with carers and families
CHCPAS401A	Undertake pastoral care work
HLTFS207B	Follow basic food safety practices
HLTFS309B	Oversee the day-to-day implementation of food safety in the workplace
HLTFS310B	Apply and monitor food safety requirements

Medication and health professional support

CHCCS305A	Assist clients with medication (Note pre-requisite HLTAP301A)
CHCCS424A	Administer and monitor medications (Note pre-requisites CHCCS305A , HLTAP301A)
CHCCS425A	Support health professional
HLTFA301B	Apply first aid
HLTFA402B	Apply advanced first aid (Note pre-requisite HLTFA301B)

Working with older people

[CHCAC317A](#) [Support older people to maintain their independence](#)

[CHCAC412A](#) [Provide services to older people with complex needs](#)

(Note pre-requisite [CHCAC318A](#))

[CHCAC417A](#) [Implement interventions with older people at risk of falls](#)

[CHCPA402B](#) [Plan for and provide care services using a palliative approach](#)

Working with people with disabilities

[CHCDIS400C](#) [Provide care and support](#)

[CHCDIS409A](#) [Provide services to people with disabilities with complex needs](#)

[CHCDIS410A](#) [Facilitate community participation and inclusion](#)

[CHCDIS411A](#) [Communicate using augmentative and alternative communication strategies](#)

Working with people with mental health issues

[CHCMH402A](#) [Apply understanding of mental health issues and recovery processes](#)

Working with people with alcohol and other drug issues

[CHCAOD402A](#) [Work effectively in the alcohol and other drugs sector](#)

Leisure and health

[CHCRH401A](#) [Work effectively in the leisure and health industry](#)

[CHCRH402A](#) [Undertake leisure and health programming](#)

[CHCRH404A](#) [Plan, implement and monitor leisure and health programs](#)

Team coordination and supervision

[CHCCOM403A](#) [Use targeted communication skills to build relationships](#)

[CHCORG406A](#) [Supervise work](#)

[CHCORG423A](#) [Maintain quality service delivery](#)

Organisation support

[BSBWOR401A](#) [Establish effective workplace relationships](#)

[CHCADMIN403C](#) [Undertake administrative work](#)