

CHC52025 Diploma of Community Services

Workplace Resources Checklist

All items below must be present for the duration of the placement.

- Access to a facility that provides community services such as:
 - Support for Aboriginal and Torres Strait Islander Peoples
 - Support for seniors, older persons, young people, people from culturally diverse backgrounds and diverse communities
 - Child and family support services
 - Aged and community care organisations
 - Domestic violence and family violence support services
 - Sexual assault and abuse
 - Community legal services
 - Community mental health facilities
 - Community financial, education and employment services
 - Youth justice support services
 - Advocacy services
- Access to clients from a range of cultural backgrounds including Aboriginal and Torres Strait Islander peoples including their families and carers
- Interaction with co-workers from a range of diverse backgrounds
- Access to legalisation and regulations relating to the provision of services
- Accreditation standards (as applicable)
- International and national charters
- Access to behaviour, specialist and other support services for referral
- Workplace journals
- access to current, relevant legislation, regulations, codes of practice, policies and procedures such as those relating to:
 - WHS and emergency response procedures
 - Conduct
 - Discrimination
 - Complaints Management
 - Continuing professional education
 - Dignity of risk
 - Duty of Care
 - Human Rights
 - Informed consent
 - Mandatory Reporting
 - Practice Standards
 - Professional boundaries
 - Privacy and confidentiality
 - Records management
 - Industrial relations information
 - Work health and safety
 - The provision of grief and loss support
 - Crisis prevention and intervention procedures
 - Restrictive Practices Procedures
 - Responding to disclosure
 - Referral procedures
 - Risk assessment
- Opportunities to develop policies and procedures
- Opportunities to engage in problem solving activities
- Workplace documentation including:
 - Individualised plans
 - Care plans
 - Incident reports

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- Case notes
 - Progress reports
 - Treatment Plans
 - Client questionnaires and feedback forms
- Workplace equipment and resources including:
 - Client databases
 - Reporting forms and documentation
- Mobility aids as applicable to the community services and client needs
- Workplace technology including computers, laptops, telephones, printers
- Access to a supervisor with a Diploma of Community Services or higher level qualification