



**Our Vision**  
People living well  
**Our Values**

We care – We work together – We achieve – We learn – We innovate

## Position Description

<b>Name:</b>	Assessment Officer Aged Care Assessment Service (ACAS)	<b>Date:</b>	To 30/6/2022
<b>Position Title:</b>	Assessment Officer Aged Care Assessment Service (ACAS)		
<b>Reporting to:</b>	Program Manager Aged Care & Regional Assessment Service (ACRAS)		
<b>Direct Reports:</b>	Nil		
<b>Budgetary Responsibilities</b>	Nil		
<b>Liases with Internally</b>	GH staff, including Quality, Risk/Compliance and People & Culture roles ACRAS Administration Assistants ACRAS Intake Worker ACRAS Assessors		
<b>Liases with Externally</b>	Clients / Residents/ Inpatients, and their Representatives. East Hume Region Acute, Sub Acute, Small Rural, and Private Hospitals. East Hume Region Private and Public Residential Aged care facilities. Hume region Home Care Package, Transition Care Programme, and Short Term Restorative Care Programme Providers. East Hume Region Commonwealth Home Support Programme (CHSP) Providers. Other Service Providers including Carer services, Disability services, Mental health services, General Practitioners and Specialists Office of the Public Advocate My Aged Care Contact Centre.		
<b>Position Context</b>	<p>The Commonwealth Aged Care Assessment Program (ACAP) has the responsibility for approving people for Australian Government subsidised care and is delegated under the Aged Care Act. The ACAP is an important and integral part of Australia's aged care system. The objective of the ACAP is to comprehensively assess the care needs of frail older people and to facilitate access to available care services appropriate to their needs. In meeting this objective, ACASs determine eligibility for a range of Australian Government subsidised aged care services.</p> <p>The ACAS at GH - provides comprehensive assessment, information, advice, and assistance to referred clients including carers. The Assessment Service covers the Northeast Hume Region incorporating the Alpine Shire, City of Benalla, Indigo Shire, Mansfield Shire, Towong Shire, Rural City of Wangaratta and City of Wodonga.</p> <p>Both the ACAS and the Regional Assessment Service (RAS) for Indigo Shire and City of Wodonga are integrated in the ACRAS at GH.</p> <p>Both assessment programs operate using the My Aged Care Assessor Portal.</p> <p>The Commonwealth Aged Care Assessment Program which incorporates both ACAS and RAS programs is funded at GH to 30/6/2022 at which time the Commonwealth envisages a transition to a yet to be determined assessment model.</p>		
<b>Organisation Context</b>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p>The Board of Governance provides strategic planning for Gateway Health.</p> <p>The Board has delegated the operational management of the Agency to the Chief Executive Officer.</p>		

	<p>Executive staff provide direction, support and leadership to staff. The Executive comprises;</p> <ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>Chief Financial Officer</li> <li>General Manager Client and Community Services</li> <li>General Manager Population Health, Planning and Performance</li> <li>Manager People and Culture</li> <li>Manager Primary Care</li> </ul> <p>Program Managers provide immediate support and management within their program areas. Corporate services are delivered through Finance, Payroll, Information Communications Technology, People and Culture, Quality and Compliance.</p> <p><b>Review of Position Descriptions:</b> This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p><b>Code of Conduct</b></p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop a collaborative working relationship</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Quality Improvement approach</li> <li>• Work within legislative and compliance framework</li> </ul> <p>Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</p>
<p><b>Best Practice</b> <i>(Knowledge &amp; application of skills required for this position. Knowledge &amp; understanding of equipment, legislation, policies &amp; procedures)</i></p>	
<p><b>Key Responsibilities</b></p>	<p><b>Agreed Achievements</b></p>
<ul style="list-style-type: none"> <li>• To conduct comprehensive and holistic assessments of referred clients and carers.</li> <li>• To work within and apply a legislative framework to determine client/carer eligibility criteria for care types, using the principles of good decision making.</li> <li>• Excellent organisational skills and the capacity to take initiative and follow instructions, and demonstrated ability to manage periods of high demand effectively and efficiently.</li> <li>• Excellent communication skills (using thorough written and verbal modes)</li> <li>• Ability to work co-operatively within a multidisciplinary team, balance competing demands, prioritise effectively, and operate remotely (working from home) when required</li> <li>• Perform client file system related assessment and electronic tasks using the My Aged Care Assessor Portal (access to the Portal is arranged on commencement of employment).</li> <li>• Professional telephone manner.</li> <li>• Demonstrated high level proficiency in the use of IT systems including Microsoft Office (Outlook,</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all program specific assessment and administrative tasks within the required timeframes.</li> <li>• Complete all mandatory training requirements for the role.</li> <li>• Provision of courteous service to clients, colleagues and the broader community.</li> </ul>

<p>Excel, Word/typing skills), and electronic client management systems.</p> <ul style="list-style-type: none"> <li>• Ensure client confidentiality and privacy is maintained in accordance with relevant legislative and legal requirements.</li> <li>• Acceptance and a non-judgmental attitude with respect for others.</li> </ul>	
<b>Research, Leadership and Education</b> <i>(Demonstrated experience and understanding of the need for continuation of personal &amp; professional development)</i>	
<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
<ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Mandatory training</li> <li>• Case conference participation</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain continued professional development as required for specific discipline registration.</li> <li>• 100% compliance with mandatory My Aged Care training requirements within the required timeframes.</li> <li>• 100% compliance within all agency mandatory training</li> <li>• The provision of evidence based practice in line with funding requirements</li> <li>• Participate in monthly team case conferencing with visiting Geriatrician and also interim case conferencing within the multidisciplinary team.</li> </ul>
<b>Team, Culture Building and Communication</b> <i>(Communication &amp; interpersonal skills including liaising with internal &amp; external stakeholders)</i>	
<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
<ul style="list-style-type: none"> <li>• Team Meetings</li> <li>• Agency Meetings</li> <li>• Uphold GH values</li> <li>• Team development</li> <li>• Communication and inclusivity</li> </ul>	<ul style="list-style-type: none"> <li>• 100% attendance at team meetings</li> </ul>
<b>Clinical and Administrative Systems</b> <i>(Org processes, admin &amp; documentation requirements, professionalism &amp; timely reporting)</i>	
<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
<ul style="list-style-type: none"> <li>• Clinical notes</li> </ul>	<ul style="list-style-type: none"> <li>• Complete clinical notes within agreed time frames and in accordance with GH policies and My Aged Care procedures.</li> </ul>
<b>Quality, Safety and Compliance</b> <i>(commitment to ensuring quality services are delivered to both internal and external clients through continuous improvement)</i>	
<b>Key Responsibilities</b>	<b>Agreed Achievements</b>
<ul style="list-style-type: none"> <li>• Provide and update Working with Children(s), Disability Workers Exclusion scheme and Police Checks and immediately report any changes to their status to Gateway Health</li> <li>• Ensure an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines</li> <li>• Ensure a safe working environment for yourself, your colleagues and members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and maintain a personal care plan and 100% attendance in the Gateway Health Clinical Supervision or Line Management Meetings</li> </ul>

- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the Gateway Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements
- To continually develop both personally and professionally to meet the changing needs of your position, career and organisation

### Key Selection Criteria

***Applicants MUST address the Selection Criteria below when completing an employment application***

1. Behaves in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Tertiary qualifications in Occupational Therapy, Physiotherapy, Nursing or Social Work and considerable clinical experience in a health related field
3. Current Drivers Licence and able to deliver service across catchment
4. Registered with AHPRA as appropriate.
5. Demonstrated experience and knowledge of aged care, community service provision and working with carers.
6. Ability to work in a multidisciplinary team, as well as have ability to work as a sole practitioner.
7. Highly developed verbal and written communication skills.
8. Sound organisational skills.
9. Competent ICT skills, including the efficient use of mobile computing & electronic client information entry into applications during face to face and telehealth assessments.
10. Must have knowledge of My Aged Care and be able to use My Aged Care portal/s.
11. Ability to work on site at GH and from home.

**Desirable:**

12. Post graduate qualifications in Gerontics, or related field.
13. Broad knowledge of the Aged Care Industry and Aged Care Act 1997 requirements
14. Knowledge of Restorative Care & Rehabilitation, and Wellness & Reablement Care

### Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public

- Work at other locations may be required

### Award and Conditions

- Permanent part time to 30<sup>th</sup> June 2022.
- Dependent on discipline
- Salary packaging as per company policy
- National Criminal History Check, Working With Children Check, Disability Exclusion Scheme Check.
- Based in Wodonga (but additional travel to other GH sites as required).
- Initial 6 month probationary review and then annual performance appraisal.

### Performance Monitoring

An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

<b>Last Appraisal Date</b>	
<b>Next Appraisal Date</b>	

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_