



Our Vision
People living well
Our Values

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

Position Description

Name:	Assessment Officer Regional Assessment Service (RAS)	Date:	To 30/6/2022
Position Title:	Assessment Officer Regional Assessment Service (RAS)		
Reporting to:	Program Manager Aged Care & Regional Assessment Service (ACRAS)		
Direct Reports:	Nil		
Budgetary Responsibilities	Nil		
Liases with Internally	GH staff, including Quality, Risk/Compliance and People & Culture roles ACRAS Administration Assistants ACRAS Intake Worker ACRAS Assessors		
Liases with Externally	Clients and their representatives. East Hume Region Commonwealth Home Support Programme (CHSP) Providers. Other Service Providers including Carer services, Disability services, Mental health services, General Practitioners and Specialists. My Aged Care Contact Centre.		
Position Context	<p>The Commonwealth Aged Care Assessment Program (ACAP) has the responsibility for approving frail aged people for Australian Government subsidised care.</p> <p>The ACAP is an important and integral part of Australia's aged care system. The objective of the ACAP is to assess the care needs of frail aged people and to facilitate access to available care services appropriate to their needs.</p> <p>There are two levels of assessment:</p> <p>1/ Regional Assessment Services (RAS) conduct Home Support Assessments to assess people for eligibility for entry level home help services through the Commonwealth Home Support Programme (CHSP).</p> <p>2/ Aged Care Assessment Services (ACAS) conduct comprehensive assessments to assess people for eligibility to access higher level services, including Commonwealth-funded residential aged care, residential respite care, Transition Care Programme (TCP), Short Term Restorative Care Program, Home Care Packages, as well as the CHSP.</p> <p>Both the Regional Assessment Service (RAS) for Indigo Shire and City of Wodonga, and the Aged Care Assessment Service (ACAS) are integrated in the ACRAS at GH. This RAS role requires client service provision in both Wodonga and Indigo regions.</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>		
Organisation Context	<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.</p> <p>The Executive comprises;</p> <ul style="list-style-type: none"> Chief Executive Officer Chief Financial Officer General Manager Client and Community Services General Manager Population Health, Planning and Performance Manager People and Culture Manager Primary Care <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>Review of Position Descriptions:</p> <p>This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p>Code of Conduct</p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Maintain a high professional standard and work with integrity • Develop a collaborative working relationship • Communicate with respect and tolerance • Maintain a client focus • Adopt a Continuous Quality Improvement approach • Work within legislative and compliance framework <p>Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</p>
<p>Best Practice</p> <p><i>(Knowledge & application of skills required for this position. Knowledge & understanding of equipment, legislation, policies & procedures)</i></p>	
<p>Key Responsibilities</p>	<p>Agreed Achievements</p>
<ul style="list-style-type: none"> • To conduct holistic assessments of referred clients and carers using a Wellness and Reablement framework. • To work within and apply Program guidelines to determine client eligibility for 'entry level' support services. • Excellent organisational skills and the capacity to take initiative and follow instructions, and demonstrated ability to manage periods of high demand effectively and efficiently. • Excellent communication skills (using thorough written and verbal modes) • Ability to work co-operatively within a multidisciplinary team, balance competing demands, prioritise effectively, and operate remotely (working from home) when required • 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). • Professional telephone manner. 	<ul style="list-style-type: none"> • Complete all program specific assessment and administrative tasks within the required timeframes. • Complete all mandatory training requirements for the role. • Provision of courteous service to clients, colleagues and the broader community.

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

- Ensure a safe working environment for yourself, your colleagues and members of the public
- 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 professional 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 relevant Health or Social Sciences e.g. Allied Health Assistant, Enrolled Nurse.
3. Registered with AHPRA as appropriate.
4. Previous experience in assessment, referral, case work and negotiating of services to meet assessed individual needs.
5. Ability to conduct holistic assessments within a Wellness and Reablement framework.
6. Ability to work in a multidisciplinary team, as well as have ability to work as a sole practitioner.
7. Demonstrated experience and knowledge of aged care, community service provision and working with carers.
8. Highly developed verbal and written communication skills.
9. Sound organisational skills.
10. Competent ICT skills, including the efficient use of mobile computing & electronic client information entry into applications during face to face and telehealth assessments.
11. Must have knowledge of My Aged Care Client and Assessment portal/s.
12. Ability to work on site at GH and from home.
13. Current Drivers Licence and able to deliver service across catchment.

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 30th 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 and Wangaratta (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.

Last Appraisal Date	
Next Appraisal Date	

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: _____