

<b>Position title</b>	<b>Aged Care Assessment Officer (Home Support)</b>
<b>Reports to</b>	<b>Aged Care Assessment Coordinator</b>
<b>Award agreement</b>	<b>Community Health Centre (Stand Alone Services) Social And Community Service Employees Multi Enterprise Agreement 2022</b>
<b>Classification</b>	<b>SACS Level 2</b>

## About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: [www.yourch.org.au](http://www.yourch.org.au)

<b>Vision</b>	Health and wellbeing for everyone
<b>Purpose</b>	We partner with people and communities to deliver health and wellbeing services and promote equity
<b>Our organisational values</b>	<p><b>Courage</b></p> <ul style="list-style-type: none"> <li>• We are progressive</li> <li>• We are creative and resourceful</li> <li>• We challenge the status quo for the benefit of our communities</li> </ul> <p><b>Empathy</b></p> <ul style="list-style-type: none"> <li>• We are caring and inclusive</li> <li>• We celebrate and value diversity</li> <li>• We work collaboratively and respectfully</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• We are ethical, honest, reliable and fair</li> <li>• We listen and are accountable to our communities</li> <li>• We earn and build trust</li> </ul> <p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• We are outcomes-focused</li> <li>• We are adaptable and always learning</li> <li>• We continuously improve</li> <li>• We are creative and resourceful</li> </ul>

### **Statement of Inclusivity**

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

### **About the Aged Care Assessment team**

The Aged Care Assessment Officer is part of the Aged Care Assessment Team. The service is delivered in partnership within North West Melbourne Aged Care Assessment Alliance (NWMACAA) to deliver aged care assessments within the inner north cluster of Melbourne. The team sits within Community Partnerships Directorate. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

### **Position Purpose**

The Single Aged Care Assessment System (SAS) has been established by the Commonwealth Department of Health to streamline and improve access to aged care services. The SAS encompasses assessments for all aged care services, including Aged Care Assessments and Residential Aged Care (RAC) Funding Assessments.

This role works alongside Aged Care Clinical Assessors and RAC Assessors to deliver Assessment Services in a client-centred, efficient manner that supports the assessment process and enhances the overall experience for clients.

The position is responsible for conducting comprehensive care needs assessments for individuals aged 65 years or older (or 50 years or older for Aboriginal or Torres Strait Islander people) who require assistance with daily activities. The assessor will evaluate clients' care needs across restorative, physical, medical, psychological, cultural, and social dimensions. This role specifically covers Home Support aged care assessments for the Yarra, Melbourne, and Maribyrnong municipalities.

### **Position responsibilities**

- Conduct Home Support (non-clinical) assessments in clients' homes, or another setting of their choosing, using the Integrated Assessment Tool via My Aged Care
- Develop Support Plans to assist clients in achieving their goals and maintaining independence within their own homes and communities
- Collaborate with clients to set goals and make appropriate referrals to help them reach their objectives
- Empower clients by promoting their active participation, ensuring that services are tailored to meet their individual needs
- Ensure compliance with statutory and organisational standards by accurately collecting client data, maintaining data integrity, upholding quality care standards, and meeting regulatory requirements

- Maintain the accuracy and integrity of client data, including on the My Aged Care Portal
- Meet individual KPIs and targets to fulfil funding requirements
- Perform other duties as directed, consistent with the employee's skill level and classification

## **Position requirements (qualifications, skills, knowledge and attributes)**

### **Qualifications, Registrations and Licenses**

- Qualification in aged care, health or related area (desirable)
- Current and valid Victorian Drivers licence

### **Expectations and Competencies**

- Ability to conduct comprehensive, holistic aged care client assessments and develop individualised care plans that optimise independence and wellbeing, ensuring the highest standards of care and client-centred outcomes
- Encourage and support client choice and involvement in decision-making when developing detailed care plans to effectively meet needs
- Participate in working group sessions to brainstorm ideas as part of solutions leading to system improvement
- Maintain current knowledge of government and service-specific guidelines
- Meet individual and team KPIs and targets to fulfil funding requirements
- Demonstrated ability to be agile and resilient in a changing environment and work towards the organisation's purpose
- Ability to identify, monitor, and manage risk and lead appropriate escalation
- Maintain current knowledge of government and service-specific guidelines, standards, and regulations
- Commit to partnering with clients to facilitate effective engagement and participation
- Perform other duties as directed, consistent with the employee's skill level and classification

### **Skills & Experience**

- Demonstrated experience delivering services in aged care settings and/or to older persons, either formally or informally as a carer
- Understanding of the My Aged Care Portal and knowledge of the Integrated Assessment Tool (IAT) highly desirable
- Current experience in aged care assessment preferred
- Strong time management skills, with the ability to set goals and plan work priorities to meet objectives
- Excellent communication skills to effectively engage and collaborate with clients and work within a multidisciplinary environment
- Experience working in community settings, including with people living with dementia, and engaging with diverse populations, such as culturally and linguistically diverse communities, LGBTIQ+ communities, and Aboriginal and Torres Strait Islander peoples

## Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

## General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form
- Management, in consultation with the staff member, reserves the right to modify this position description when required

## Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

**Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.**