

Employment

# Position Description

<b>Position:</b>	Assessment Clinician
<b>Award:</b>	Relevant Enterprise Agreement dependent upon Qualifications
<b>Classification:</b>	Dependent upon Qualifications & Experience
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Bachelor in Nursing, Psychology, Physiotherapy, Social Work or similar field, with relevant post graduate experience.  Current registration with AHPRA or relevant professional body

## Position Objective(s)

- Work as an independent practitioner facilitating access to Aged Care Programs for the frail and aged members of our community by provision of comprehensive assessments within the Commonwealth Governments My Aged Care framework.
- The Assessment Clinician will visit referred clients in the South West Region to:
  - Assess and identify their needs
  - Facilitate the development of individual care plans to enable the client to maintain an optimum level of functioning and quality of life whether they reside at home or in alternative accommodation

## Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “nine pillars” have been identified.

### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

**Yes Culture**

We always start with 'yes' in every deliberation.

**Customer Service**

We ensure that customers feel engaged and valued in every interaction.

**Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

**Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

**Social Purpose**

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

**Safety**

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

## Key Responsibilities and Duties

1. Completes a comprehensive assessment of client needs
  - 1.1 Utilises multiple approaches to gather data about the client and their situation to determine the performance and functional level of the individual.
  - 1.2 Conducts assessments incorporating the restorative, physical, medical, psychological, cultural and social dimensions of care needs.
  - 1.3 Analyses assessment data and considers possible interventions to maximise an individual's wellbeing, safety and performance.
  - 1.4 Assesses the environment of the individual and risks posed to client when performing daily activities
  - 1.5 Uses interpretative skills to make decisions in complex situations.
  - 1.6 Presents case assessments for discussion at multidisciplinary meetings
  - 1.7 Demonstrates a sound understanding of the responsibilities of a Commonwealth Delegate for the eligibility of Community Care Packages, Flexible Care and Residential Care.
  
2. Facilitates the development of effective individual care plans
  - 2.1 Involves client and/or primary carer of the client or the client's independent advocate in the development of the care plan.
  - 2.2 Demonstrates a broad knowledge of community, residential and health services available to clients in their area. Provides advice and information on a range of care options to clients, carers, aged care facilities, General Practitioners and other service providers.
  - 2.3 Develops a comprehensive and integrated care plan in accordance with the South West Aged Care Assessment Service procedures. Completes relevant

- documentation in accordance with the Aged Care Assessment Service guidelines to enable implementation of a care plan.
- 2.4 Maintains accurate records of consultation with and referral to service providers including general practitioners to facilitate communication of relevant client information, recommendations and actions advised.
  - 2.5 Advocates for the rights of the client and their representatives.
  - 2.6 Coordinates and manages an appropriate client caseload
3. Undertakes co-ordination responsibilities
    - 3.1 Acts a first point of contact when there is a specified geographic area of responsibility.
    - 3.2 Prepares information and documentation, and co-ordinates geriatrician visits to clients who require specialist medical assessment.
  4. Continuous Improvement
    - 4.1 Participates actively in ensuring the services of ACAS are delivered effectively and continue to meet the needs of the clients and community.
    - 4.2 Participates in regular review processes of the ability of ACAS to meet goals and targets, including identification and establishment of goals and targets that are responsive to the needs of clients and the community within the South Western Region
    - 4.3 Provides feedback regarding existing/new areas of need for services and programs.
    - 4.4 Assists and supports management to undertake strategic planning.
  5. Participates in the education of others
    - 5.1 Utilises internal educational resources and external agencies to assist in the planning, development and implementation of relevant community education programs.
    - 5.2 Participates in the formal and informal education of health professionals, students and support groups of aged and disabled utilizing all appropriate media eg. oral, written and audio visual presentations.
    - 5.3 Promotes health education within the home and community to enhance individuals' wellbeing and improve quality of life.
  6. Contributes to the broad roles of the A.C.A.S.
    - 6.1 Contributes to planning and development of services and resources for aged and disabled members of the community.
    - 6.2 Establishes and encourages effective consultation and communication with other service providers and health care agencies.
    - 6.3 Promotes positive attitudes towards ageing and disability within the community.
    - 6.4 Promotes awareness of and adherence to the philosophies, aims and objectives of the Aged Care Assessment Service.
    - 6.5 Demonstrates safe and efficient work practices by adhering to Lyndoch Occupational Health and Safety Policies, Regulations and agreed safe work procedures, and reports immediately any potential hazards and/or incident occurring in the workplace.
    - 6.6 Demonstrates adherence to infection control policies and procedures as identified in the Lyndoch Infection Control Manuals.
    - 6.7 Ensures the affairs of Lyndoch and the ACAS clients and staff remain strictly confidential and are not divulged to any third party except where required for

clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Lyndoch and the Aged Care Assessment Service.

## Organisational Relationships

<b>Reports to:</b>	ACAS Manager
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	All staff, residents, clients, families
<b>External Contacts:</b>	Members of the public, contractors, service providers

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilized:

- Clear understanding of clinical terminology as it pertains referrals from health services.
- Knowledge of available support services for people with complex care needs in a community setting.
- Knowledge and experience of working with frail older people and people with dementia

## Management Skills

The following management skills are required to be utilised:

- Demonstrated experience in effectively managing organisational change initiatives.
- Sound conflict management and resolution skills.
- Demonstrated clear and analytical thinking.
- Demonstrated ability to work with families and cares of frail older people.
- Ability to work autonomously and have effective time management skills.

## Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Demonstrated ability to make appropriate decisions in line with legislative boundaries and organisational policy and procedures and communicate effectively.
- Excellent verbal and communication skills able to promote an effective multi-disciplinary approach to care.
- Excellent communication and interpersonal skills including demonstrated experience in liaising with wide range of stakeholders.

## General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by:      Manager - Warrnambool Aged Care Assessment Service (ACAS)

Date:                  June 2020

## Appendix 1

# General Conditions of Employment

### **Terms and Conditions of Employment**

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

### **Performance Review**

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

### **Probationary Period**

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

### **Termination**

Employment may be terminated in accordance with the provisions of the relevant Agreement.

### **Policy and Procedures of the Employer**

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

### **Apparel and Equipment**

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

### **Notification of Prior Injury**

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

## Appendix 2

# Pre-existing Injury Declaration Form

**Please complete and return with your Application for Employment**

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985* (Vic) ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living Inc ("the employment")

In making this disclosure, please refer to the attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living Inc. may constitute grounds for disciplinary action including termination of your contract.

## Employee Declaration

I \_\_\_\_\_ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living Inc. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985* (Vic) which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**OR**

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**Please list details for all pre-existing conditions**

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I acknowledge and declare that the information provided in this form is true and correct in every particular.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print name of Applicant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Office Use Only**

**Additional Comment/ Requisite Modifications**  
(To be completed by Senior Manager/ CEO)

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