Lyndoch Living

Position Description

Position:	Regional Assessment Service, (RAS), Home Support Assessment Officer
Award:	Lyndoch Living Allied Health Professionals Enterprise Agreement 2018 – 2022
Classifications:	Community Development Worker – Grading dependent upon qualifications and/or experience
Status:	As per Contract of Employment
Qualifications:	Formal qualifications in community, welfare work or equivalent and/or demonstrated experience in Aged Care Programs Current Victorian Driver's licence

Position Objective(s)

- The RAS Home Support Assessment Officer will work as an independent practitioner within the multi-disciplinary Aged Care Assessment Service, (ACAS), to provide Home Support assessments for aged members of the community and their carers. The ACAS and RAS are delivered as a part of the My Aged Care, (MAC) Gateway.
- The RAS Home Support Assessment Officer is responsible for providing a Home Support Assessment to older people in the City of Warrnambool including assessment for eligibility for Commonwealth Home Support Program (CHSP) services. The Home Support assessor works with the client to assess their needs, goals and preferences focussing on a wellness and reablement approach to build their independence.
- The Home Support Assessment Officer's role is to work productively within the ACAS team to provide older people in the Warrnambool Local Government Area, a timely home support assessment considering the physical, medical, psychological, cultural, social, environmental and wellness dimensions of care.

Key Responsibilities and Duties

1. Completes a comprehensive assessment of client needs

   1.1 Utilises multiple approaches (MAC system, Health Professionals, Service Providers, Family and/or Carers), to gather data about the client and their situation to determine the performance and functional level of the individual.

   1.2 Develop and maintain a thorough understanding of the My Aged Care system, the electronic National Screening and Assessment Form (NSAF).

   1.3 Provide a consistent, equitable, high standard and timely home support assessment to persons over the age of 65, meeting the requirements of the My Aged Care RAS.

1.4 Conducts assessments incorporating the restorative, physical, medical, psychological, cultural and social dimensions of care needs.
1.5 Facilitate access to both Commonwealth subsidised and non-subsidised aged care services that best meet the assessed needs, in order to prevent premature or inappropriate admission to residential care facilities..
1.6 Assesses the environment of the individual and risks posed to client when performing daily activities
1.7 Work independently within the multidisciplinary team and within available resources and timeframes to achieve Key Performance Indicators
1.8 Presents case assessments for discussion at multidisciplinary meetings
1.9 Ensure the RAS assessment is independent of the provision of aged care services and that the allocation of services is based on client current needs not on what the provider has available.
1.10 Undertake an assessment caseload within the RAS demonstrating a good understanding of and competency with the intake process, home support assessment, wellness and reablement, care planning, clinical team review, care coordination and discharge.
1.11 Complete Support Plan Reviews in a timely and efficient manner for RAS and as required for ACAS.
1.12 Completes Personal Alarm assessments as required

2. Facilitates the development of effective individual support plans

2.1 Involves client and/or primary carer of the client or the client's independent advocate in the development of the support plan.
2.2 Demonstrates a broad knowledge of community, residential and health services available to clients in their area.
2.3 Develops a comprehensive and integrated support plan in accordance with the My Aged Care procedures. Completes relevant documentation in accordance with the MAC system requirements to enable implementation of a support plan.
2.4 Advocates for the rights of the client and their representatives.
2.5 Coordinates and manages an appropriate client caseload

3. Undertakes co-ordination responsibilities and develops and maintains collaborative relationships with all disciplines
3.1 Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
3.2 Respect the decisions and actions of others
3.3 Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

4. Continuous Improvement
4.1 Participates actively in ensuring the services of RAS are delivered effectively and continue to meet the needs of the clients and community.
4.2 Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.
4.3 Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes
4.4 Actively participate in identifying where improvements can be made to the quality of consumer care.

4.5 Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
4.6 Assists and supports management to undertake strategic planning.

5. Commit to ongoing professional development of self, other employees and the profession.
   5.1 Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by Lyndoch Living and the RAS program.
   5.2 Undertake credentialing and review of scope of practice and work as required
   5.3 Utilises internal educational resources and external agencies to assist in the planning, development and implementation of relevant community education programs.
   5.4 Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students
   5.5 Provision of appropriate supervision to less experienced clinical employees
   5.6 Participates in the formal and informal education of health professionals, students and support groups of aged care sector by way of all appropriate media eg. oral, written and audio visual presentations.
   5.7 Promotes health education within the home and community to enhance individuals' wellbeing and improve quality of life.

6. Contributes to the broad roles of MAC and A.C.A.S. systems and processes
   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 Commonwealths My Aged Care system and Aged Care Assessment Program.
   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 RAS/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

Reports to:	ACAS Manager
Supervises:	Nil
Internal Contacts:	All staff, consumers, clients, families
External Contacts:	Members of the public, contractors, service providers

Desirable: Specialist Knowledge and Skills

The following knowledge and skills are required to be utilized:

- Up to date working knowledge and understanding of the Aged Care Act (as amended), its amendments and other relevant legislation.
- Experience in the delivery of services to people from culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities.
- Knowledge and understanding of the wellness and reablement approach to care.
- Demonstrated commitment to professional development.
- 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 utilized:

- 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 carers 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 MAC framework boundaries, Lyndoch organisational policy and procedures
- 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

- Demonstrated knowledge and experience in the assessment process.
- Sound knowledge and understanding of the health care service system and community support services.
- Demonstrated ability to work co-operatively and effectively within a multidisciplinary team.
- Excellent time management, organisational, problem solving and prioritisation skills.
- Demonstrated experience working with computer systems at a high standard.
- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within work area and have an understanding of the accreditation process
- 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.
- Current Victorian Driver's Licence.
- Satisfactory National History Criminal Check prior to commencement of employment

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