

Position Title: Non-clinical Assessor - Vic West Single Assessment Service

Campus: Any as negotiated

Directorate: Primary and Community Care

Department: Vic West Single Assessment Service (Grampians)

Reporting to: Grampians Health Single Assessment Service Manager

Direct Reports: None

Appointment Terms/Conditions:

Classification and Code: Health Care Worker Grade 2 (IN38)

Enterprise Agreement: Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement

ORGANISATIONAL INFORMATION Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Non-Clinical Assessor plays a crucial role in facilitating comprehensive and person-centred Home Support Assessments for elderly individuals. They bring diverse skills and expertise to ensure that assessments are holistic, addressing the unique needs and preferences of each person. The primary focus of this role is to contribute to the delivery of high-quality services that promote the well-being and independence of aging individuals within their homes.

KEY ACCOUNTABILITIES

- Conduct Home Support Assessments for elderly individuals, considering their physical, emotional, social, and environmental needs.
- Collaborate with clients and their families to understand their goals, preferences, and concerns regarding home support services.
- Utilize a person-centred approach to develop individualized care plans that align with the assessed needs and preferences of each client.
- Coordinate with other healthcare professionals, social workers, and community resources to ensure comprehensive support and services for clients.
- Provide guidance and support to clients and their families on available support services, resources, and funding options.
- Monitor and evaluate the effectiveness of support plans, making necessary adjustments to ensure optimal outcomes for clients.
- Maintain accurate and up-to-date documentation of assessments, care plans, and client interactions in accordance with organizational standards and regulatory requirements.
- Participate in ongoing training and professional development activities to enhance knowledge and skills related to aging, home support services, special needs groups and person-centred care.

KEY SELECTION CRITERIA

Qualifications

- Assessors are not required to be Clinically Qualified but require previous experience working in Aged Care. They include but are not limited to community development officers, personal care attendants, home care workers, case managers, community engagement officers, and social workers.
- Previous experience in aged care, home support services, or a related healthcare setting.
- Strong communication and interpersonal skills, with the ability to engage effectively with elderly individuals and their families.
- Demonstrated ability to conduct comprehensive assessments and develop individualized care plans.
- Knowledge of community resources, support services, and funding options available to elderly individuals.

- Ability to work collaboratively in a multidisciplinary team environment.
- Empathy, compassion, and a commitment to providing person-centred care.
- Proficiency in computer applications and electronic health records systems.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, 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 Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this

Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.