



Merri Health

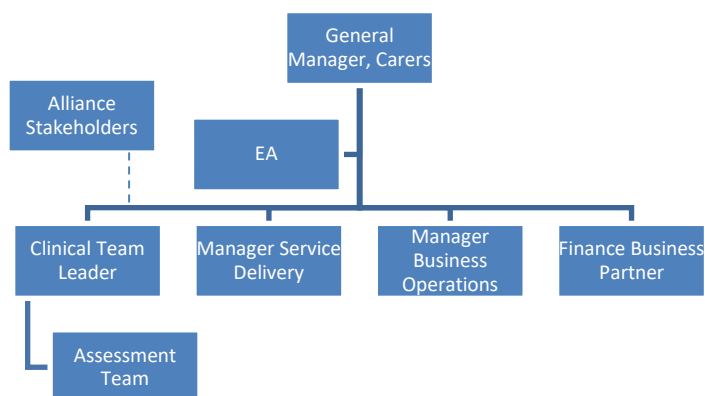
Position Description

Position Title:	Aged Care Assessment Officer		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	January 2025
Location:	Office at Chifley Drive, Preston, Assessments across Merri-bek, Banyule and Moonee Valley LGAs		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Merri Health Enterprise Agreement 2021 - Social and Community Services Employee, Level 4		

Organisational Context

Divisional:	Carers Division		
Program:	Single Assessment System	Unit:	SAS

Organisational Chart



About Merri Health

Merri Health has a long-standing and trusted history of delivering high quality community health services. It provides a wide range of wholistic, community-based health and social support services including primary care, allied health, oral health, mental health, family and child services, medical services, aged care, chronic pain management and health promotion services. We are here for everyone across the diverse communities of Melbourne. We work in partnership with our communities and other services to deliver a combination of outreach, home-based and centre-based activities and co-located services, all delivered within the social model of health.

More information is available at: www.merrihealth.org.au



Merri Health

Position Description

Vision	Create healthy, connected communities
Purpose	To enrich diverse communities through quality health care and support services
Our organisational values	<p>Motivate We motivate because it results in a can-do attitude. Be an example.</p> <p>Engage We engage because it creates connectedness. We care.</p> <p>Respect We respect because it drives equality. This is who we are.</p> <p>Respond We respond because it builds better communities. We deliver.</p> <p>Innovate We innovate because we are the future. You grow, we grow.</p>

Statement of Inclusivity

Merri 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.

Merri 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.

Merri 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 Single Aged Care Assessment Service

The Single Aged Care Assessment service is a partnership that delivers aged care assessments within the inner north cluster of Melbourne. Set up by the Health Department (Commonwealth) to simplify and improve access to aged care services, the SAS includes assessments for all aged care services, including Aged Care Assessments and Residential Aged Care (RAC) Funding Assessments.

The service consists of a range of workers including clinical and non-clinical Aged Care assessors as well as RAC Assessors, and work alongside each other to deliver Assessment Services in a streamlined client-focused manner that supports the Assessment process and overall experience for clients across the North West Melbourne Metro area. The service provides overall care needs assessments for people that are 65 years or older (50 years or older for Aboriginal or Torres Strait Islander people) who require assistance with everyday tasks. In doing this, the assessor will consider the restorative, physical, medical, physiological, cultural and social dimensions of clients care needs, within the client's home or residential aged care setting.



Position Description

The team sits within the Client Services Directorate. We are passionate and enthusiastic staff working towards our vision of a healthy, connected community creating an environment that is inclusive and representative of the diverse communities in which we serve.

Position Summary

The Single Aged Care Assessment System (SAS) has been set up by the Health Department to simplify and improve access to aged care services. The SAS includes assessments for all aged care services, including Aged Care Assessments and Residential Aged Care (RAC) Funding Assessments.

This position works along the Clinical Aged Care and RAC Assessors to deliver Assessment Services in a streamlined Client-focussed manner that supports the Assessment process and overall experience for clients. This position is responsible to provide overall care needs assessments for people that are 65 years or older (50 years or older for Aboriginal or Torres Strait Islander people) who require assistance with everyday tasks. In doing this, the assessor will consider the restorative, physical, medical, physiological, cultural and social dimensions of clients' care needs.

Position Accountabilities

Responsibilities

- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.

Expectations/Competencies

- Undertake client assessments, review and develop Support plans to assist clients in achieving their goals and living independently in their own homes and community.
- Commit to partnering with clients to facilitate effective engagement and participation.
- Participate in working group sessions to brainstorm ideas as part of solutions leading to system improvement.
- Identify, monitor and manage risk and lead appropriate escalation.
- Manage an assessment caseload.
- Maintain current knowledge of government and service specific guidelines
- Meet individual and team KPIs and targets to meet funding requirements
- Encourage and support client choice and involvement in decision making when developing the detailed care plans to effectively meet needs.
- Travel required.



Position Description

	<ul style="list-style-type: none">• Other duties as directed, consistent with the employee's skill level and classification. <p>Reporting, System and Analytics</p> <ul style="list-style-type: none">• Maintain client data and record accuracy and integrity, including the My Aged Care Portal.• Maintain statutory compliance and organisational requirements.• Actively use and promote the use of Merri Health systems such as client management databases and human resource systems, ensuring reporting of hazard, risks and incidents as well as complaints and compliments. <p>Financials, Budgets, Target, Funding</p> <ul style="list-style-type: none">• Achieve Individual and team service delivery targets.• Support business development opportunities. <p>Health and Safety</p> <ul style="list-style-type: none">• Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.• Comply with relevant Occupational Health and Safety legislation, standards, safe work practices, policies and procedures and attend all safety initiatives and training.• Demonstrate safe work behaviours and conduct work in accordance with our Safety Management System. <p>Risk Management and Compliance – Quality and Accreditation</p> <ul style="list-style-type: none">• Ensure documentation supports both quality and program standards.• Identify areas of key risk and lead appropriate escalation.• Maintain quality and safety of care and service delivery.• Commit to partnering with clients to facilitate effective engagement and participation. <p>This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be exhaustive. Other tasks may be assigned from time to time to meet the needs of the organisation consistent with the employees' skills and classification.</p>
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none">• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none">• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions



Position Description

	<ul style="list-style-type: none"> • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can found within Merri Health’s Capability Matrix.
Key Selection Criteria	
Essential	<ul style="list-style-type: none"> • Work experience in aged care or age care assessment preferred Delivery of assessment services in CALD communities. • Demonstrated achievements in reaching individual and team service delivery targets. • Supporting business development opportunities. • Understanding of relevant Occupational Health and Safety legislation, standards, safe work practices, policies and procedures and attend all safety initiatives and training. • High quality documentation practices which support both quality and program standards. • Identify areas of key risk and lead appropriate escalation. • Ability to maintain quality and safety of care and service delivery. • Commitment to partnering with clients to facilitate effective engagement and participation. • Current Victorian Drivers Licence.
Highly Desirable	<ul style="list-style-type: none"> • Understanding of the issues faced by ageing Australians. • Familiarity with the Aged Care Standards.
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police Check • Statutory Declaration • Driver’s Licence • Immunisation Category B