

Position Description

Position Title:	Aged Care Assessor – Home Support Assessor (Non-Clinical)
Reports to:	Manager, Aged Care Assessment (ACA)
Department:	Aged Care Assessment
Directorate:	Community Care & Mental Health
Cost centre:	J7002
Code & classification:	Welfare Worker Class IIA (WW20 – WW25) or Enrolled Nurse Level 2 (IB68 - IB72)
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 or Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and their successors and GV Health Policy & Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Single Assessment System delivers both Home Support & Comprehensive assessments for frail, older people in the Hume Aged Care Planning region. The ACA Home Support Assessor, Non-Clinical reports directly to the ACA Manager.

“The objective of the Aged Care Assessment Program (ACAP) is to assess the care needs of frail older people and to facilitate access to available care services appropriate to their needs”. The assessor works with the client to assess their needs, goals and preferences focussing on a wellness and reablement approach to build their independence.

Home Support Assessments: Aged Care Assessments conducted in the home for clients identified with entry level needs that can be met through the Commonwealth Home Support Program (CHSP) and facilitate access to this.

Comprehensive Assessments: Aged Care Assessments to provide a timely, comprehensive assessment considering the physical, medical, psychological, cultural, social, environmental and wellness dimensions of care and to determine eligibility for a range of Australian Government subsidised aged care services. The responsibility for approving people for Australian Government subsidised care is delegated under the Aged Care Act.”

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Provide a consistent, equitable, high standard and timely home support assessment to persons over the age of 65 using the Integrated Assessment Tool (IAT) in line with program guidelines, timeframes and quality requirements using the Aged Care Assessment Quality Framework.
- Develop and maintain a thorough understanding of the My Aged Care Assessment Manual, My Aged Care system, and the electronic Integrated Assessment Tool (IAT).
- Work independently within the multidisciplinary team and within available resources and timeframes to achieve Key Performance Indicators (KPI's).
- Ensure the 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.
- Undertake an assessment caseload within the team demonstrating a good understanding of and competency with the intake process, home support assessment, care planning, wellness and reablement team review, care coordination and discharge.
- Have a good understanding of the process to escalate a Home Support Assessment to a Comprehensive Assessment
- Complete Support Plan Reviews in a timely and efficient manner.
- Participate in multidisciplinary case conferences.
- Maintain open and effective communication with clients and their carer's, professional colleagues and external providers to ensure active involvement of clients, carers and significant other persons and agencies in the process of client assessment and care planning.
- Support implementation of new service initiatives where appropriate.
- Participate in the development and provision of reports and quality improvement required by GV Health, Department of Health & Aged Care, Department of Health and Latrobe University, Australian Institute for Primary Care & Ageing.
- Ensure an effective discharge from ACA that reflects the needs of the consumer.
- Maintain and demonstrate assessment skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health and the ACAP

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- A minimum Certificate IV in an appropriate Health and/or Human Services field or extensive relevant experience.

Essential:

- Current Australian Drivers Licence
- Demonstrated ability to work cooperatively and effectively within a multidisciplinary team.
- Sound knowledge and understanding of the health care service system and community support services.
- Excellent interpersonal, written and verbal communication skills.
- Excellent time management, organisational, problem solving and prioritisation skills.
- Demonstrated experience working with computer systems at a high standard.
- Demonstrated knowledge and experience in the assessment process and the wellness and reablement approach to care.

Desirable:

- Experience in the delivery of services to people from Culturally and Linguistically Diverse and Aboriginal and Torres Strait Islander communities.

- Demonstrated commitment to professional development.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Attendance and active participation at meetings as required;
- 100% compliance with training requirements as outlined in the GV Health Education Framework and the ACAP National Training Strategy.
- Active participation in the Performance and Development review program
- Contribution to meeting assessment program KPI's.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care & Mental Health	Aged Care Assessor – Home Support Assessor
Reviewed by:	Manager - Aged Care Assessment
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ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)