

## Position Description

|                            |                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title             | Non Clinical Aged Care Needs Assessor                                                                                                        |
| Position Number            | 30028271                                                                                                                                     |
| Division                   | Community and Continuing Care                                                                                                                |
| Department                 | Community Services                                                                                                                           |
| Enterprise Agreement       | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026                             |
| Classification Description | Community Development Worker Class 2A (Year 1 to 11)                                                                                         |
| Classification Code        | XV10 – ON14                                                                                                                                  |
| Reports to                 | Aged Care Assessment Service Manager                                                                                                         |
| Management Level           | Non Management                                                                                                                               |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>                                                                 |
| Mandatory Requirements     | <ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Drivers Licence</li><li>• Immunisation Requirements</li></ul> |

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

This position undertakes non-clinical home support assessments to older people across the Aged Care Planning Regional, VIC 3 (Loddon Mallee for this role). The position will require travel for face-to-face assessment as well as other modes such as telehealth or phone. The location of your work can and will change from day to day and you will be required to travel to the location of assessments.

The Non-Clinical Aged Care Needs Assessor reports to the ACAS Manager. This is a non-clinical role that works along Clinical Aged Care Needs Assessors as a component of My Aged Care Single Assessment workforce.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Conducting holistic, strengths-based assessment of individuals using designated tool/s.
- Identify client's current level of independence and functioning by addressing the client's potential for reablement and providing information about options and choices appropriate to meet their needs
- Provide a consistent, equitable, high standard and timely home support assessment to older people, following established processes based on the Commonwealth guidelines
- Create support plans using goal and values-based planning to understand what is important to the client and develop ways to achieve the outcome through a range of strategies, supports and connections.
- Identifying need in relation to formal services and where appropriate, referring to organisations providing support services in line with Commonwealth and/or State Government programs.
- Submitting accurate and timely documentation via digital tools.
- Working with autonomy and independence whilst also working as part of a wider team of assessors. Work to timeframes to achieve Key Performance Indicators (KPI's) (including but not limited to consistency and quality of assessment, quantity of assessment per week, reablement and linkage outcomes).
- Contribute to your team and positive practice, through team meetings
- Meeting any minimum mandatory requirements of this role.
- Work in your scope of practice and seek help where required.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- When required, participate and mentor new staff.
- When required, attend/present at case discussion.
- Liaise and escalate as required to clinical staff to support finalisation of assessment when requiring clinical input.
- Participate in supervision.
- Responding to Requests for Support Plan Review/Needs Review
- Screening to determine eligibility for an Aged Care Assessment
- Referring Client for an Aged Care Assessment
- Triaging a Referral for Assessment
- Delegate Services under the Act

## **Key Selection Criteria**

### **Qualification**

1. A minimum Certificate III or IV in Health or Community Services (or working towards)

## Essential

2. Interest in working with older people using strengths-based approach
3. Excellent interpersonal skills including customer services and maintain positive stakeholder relationships
4. Effective organisation, time management and administration skills.
5. An ability to respond to changing circumstances that may arise.
6. Demonstrated high level computer skills inclusive of the Microsoft Office suite, data entry, emails and an ability to adapt to changing ICT demands. Use of the Integrated Assessment Tool, its APP and mobile devices in the field is required
7. Demonstrated ability to manage time and prioritise competing demands to achieve specific and set objectives in the most efficient way possible
8. Commitment to providing excellent service including the ability to work with clients and their families to identify and develop their goals and ensure a reablement approach
9. Demonstrated experience working within the Aged Care sector with frail aged people
10. Demonstrated understanding of health and issues related to ageing, including issues facing carers
11. An ability to recognise and manage risks to the client and the Assessor in undertaking assessments.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical

and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*