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| **Position Title** | Aged Care Assessment Service (ACAS) Assessor |
| **Position Number** | N5873 |
| **Department** | Clinical Services |
| **Classification** | RN 4B – Clinical Consultant or Equivalent |
| **Agreement** | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024 |
| **Reports to:** | Director Clinical Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The ACAS Assessor will provide a comprehensive assessment service primarily for aged members of the community and their carers to ensure they receive the care and support that is needed.

**Department / Unit Specific Overview**

Community Nursing is a part of the broader Community Services Department based in Ararat. We provide community nursing across the catchment area of Ararat Rural City. Community nursing includes palliative care, district nursing, hospital in the home, hospital admission risk program (HARP), home care packages and specialist nursing programs. Each program area aims to provide awareness and education which enables community members to have a better understanding of their own health issues and thus take greater responsibility for improving their own health outcomes.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Undertake comprehensive assessment of the client and their environment.
* Consider interventions to maximise an individual’s wellbeing, safety and performance.
* Presents case assessments for discussion at multidisciplinary meetings.
* Demonstrates a sound understanding of the responsibilities of the Commonwealth Delegate for the eligibility of Home Care Packages, Flexible Care and Residential Care.
* Ensures timely write up of assessments in the National Screening and Assessment Form (NSAF) and development of goals, recommendations in the client’s Support Plan.
* Demonstrates a broad knowledge of community, residential and health services available to clients in their area.
* Coordinates and manages an appropriate assessment caseload.
* Acts a first point of contact when there is a specified geographic area of responsibility.
* Prepares information and documentation, and co-ordinates geriatrician visits to clients who require specialist medical assessment.
* Participates in relevant research activities in monitoring and evaluating the provision of services to address the changing needs of the aged and disables within the Grampians region.
* Assists and supports management to undertake strategic planning.

**Key Performance Indicators**

* Participate in professional development.
* Assist and encourage staff to pursue education opportunities.
* Participate in annual Mandatory Education Program as required.
* Maintain annual competencies and attend training as required.
* Accuracy and timeliness of work completed.
* Process understanding and completion.
* Relationship building.
* Process improvement.
* Annual personal development plan.

Key Selection Criteria

**Essential Criteria:**

* Tertiary qualification in nursing or allied health equivalent with current registration with, and/or professional membership of, relevant professional body as required.
* Qualification in one of the core disciplines of ACAS.
* Sound knowledge and understanding of the health care service system, in particular East Grampians Health Services and community services.
* Demonstrated experience in and knowledge of working with older people, people with dementia, people with disabilities and their carers.
* Demonstrated commitment to working in a multidisciplinary team, recognising and respecting the contribution of all team members.
* Demonstrated ability to manage time and prioritise competing demands.
* A personal approach with is positive, enthusiastic, friendly and helpful.
* Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
* Ability to work as part of a team, as well as to work independently.
* Flexibility to operate in an environment of change and continuous improvement.
* Demonstrated ability to communicate effectively across client, community and professional groups inclusive of skills to negotiate and manage conflicts which arise.

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker Screening Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) | Feb 2025 |
| Developed By Name | P. Armstrong |
| Developed by Title | Director of Clinical Services |