

POSITION DESCRIPTION



Position Title	Community Services Assessor
Position Number	N6180
Department	Community Nursing
Classification	RN 3 (or equivalent Allied Health)
Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 or Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employees) Enterprise Agreement 2021 - 2026
Reports to:	Direct - Manager Community Nursing Indirect – Director Community Services

Position Purpose:

The role of the Community Services Assessor is to assess a consumer's eligibility for community based services under the Home and Community Care Program for Younger People (HACC PYP). HACC PYP supports people 65 years and under, and Aboriginal and Torres Strait Islander people 50 years and under, if their capacity for independent living is at risk. The aim of HACC PYP is to optimise people's health and wellbeing, and enable them to live safely, independently and maintain social and community connections. The Community Services Assessor will assess eligible consumers, then generate appropriate referrals based on the consumer's needs and goals. The focus is to support consumers to stay independent at home and build on their strengths and abilities.

Community Nursing

Community Nursing is a part of the broader Community Services Department which is located at the Ararat campus of East Grampians Health Service. Community Nursing provides Palliative Care, District Nursing, Hospital in the Home (HITH), Hospital Admission Risk Program (HARP), Breast Care, HACC PYP and Post Acute Care.

Our Values



Integrity

We value integrity, honesty and respect in all relationships



Excellence

We value excellence as the appropriate standard for all services and practices



Community

We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background



Working Together

We value equally all people who make a contribution to EGHS to achieve shared goals



Learning Culture

We strive to continually lead and develop through education, training, mentoring and by teaching others.

Organisational Context



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

Serving a diverse community, East Grampians Health Service 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, residents 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](#).

Organisational Responsibilities

- Be aware of and work in accordance with EGHS policies and procedures, including:
 - [Victorian Public Sector - Code of Conduct](#)
 - [Confidentiality, Security and Management of Information - SOPP 24.02](#)
 - [Hand Hygiene - SOPP 70.18](#)
 - [Occupational Health and Safety - SOPP 72.09](#)
 - [Person Centred Care - SOPP 60.20](#)
 - [Safety - SOPP 72.13](#)
 - [Performance Development policy - SOPP 35.27](#)
 - [Risk Management - SOPP 74.01](#)
 - [Child Safe – SOPP 57.24](#)
- 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 assessments taking the consumer, their supports and their environment into consideration.
- Consider interventions to maximise an individual's wellbeing and independence.
- Ensures timely documentation of assessments, development of goals and recommendations in the consumer's support plan.
- Coordinate and manages an appropriate assessment caseload.
- Prepare information and documentation for appropriate referrals to specialists and other service providers.
- Advocates for the consumer.
- Liaise with other service providers and community support networks on behalf of consumers.
- Plan and coordinate consumer's exit or transfer of services as their health care needs increase.

Key Performance Indicators

- Demonstrates practice within the Vision, Mission and Values of EGHS
- Demonstrates commitment to personal and professional development
- Active member of the Community Nursing team
- Accuracy and timeliness of work completed
- Relationship building
- Process improvement
- Annual personal development plan

Key Selection Criteria

Essential Criteria:

- A tertiary qualification in nursing or allied health
- Current registration with AHPRA and/or professional membership of, relevant professional body as required
- Clinical skills in assessment, care planning and discharge planning
- Excellent interpersonal and consumer relationship management skills
- Demonstrated experience in written and verbal handover processes
- Sound knowledge and understanding of the community and aged care health service systems
- 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
- Ability to work as part of a team, as well as to work independently
- Current and valid Australian drivers licence

Must comply to having or completion of:

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



Desirable Criteria:

- An understanding of the community support services available in the Ararat Rural City Local Government Area
- An understanding of HACC PYP, including eligibility and assessments, and other funding streams

Acknowledgement

Employee Name:			
Employee Signature:		Date:	
Manager Name:			
Manager Signature:		Date:	
Developed Date:	October 2026		
Developed By – Name:	Sarah Woodburn		
Developed by – Title:	Director Community Services		

