

PENINSULA HEALTH

POSITION DESCRIPTION

Position Title: NDIS Assessment and Support Senior Clinician Grade 3

Cluster: Operations]

Location: All Community Health sites

Agreement: Victorian Public Health Sector (Health Professionals Single Interest) Enterprise Agreement 2016-2020]

Hours: As per contract

Operationally Reports to: Disability Liaison Officer Team Leader and NDIS Program Manager

Professionally Reports to: Head of Discipline or delegate



OVERVIEW OF PENINSULA HEALTH

Peninsula Health is the major metropolitan health service for Frankston and the Mornington Peninsula. We care for a population of 300,000 people, which swells to over 400,000 people during the peak tourism seasons between December and March.

We care for our community across the life continuum from obstetrics, paediatrics, emergency medicine, intensive care, critical care, surgical and general medicine, rehabilitation, and oncology, through to aged care and palliative care. We also provide extensive services in community health, health education and promotion, ambulatory care, and mental health.

Peninsula Health has over 6000 staff and 750 volunteers. We have undergone significant growth and transformation in recent years and are recognised as a leading metropolitan health service and major teaching and research hospital.

Our vision is to provide exceptional health and community care and our purpose is to work together to build a healthy community.

OUR VALUES

Our values are at the core of everything we do. In representing Peninsula Health, we expect all employees and volunteers to:



BE THE BEST

We strive for excellence in all that we do.



BE A ROLE MODEL

Together, our behaviours build our culture.



BE OPEN AND HONEST

We are transparent, accountable and innovative.



BE COMPASSIONATE AND RESPECTFUL

We embrace diversity, advocate and care for our consumers, support our peers and grow our teams in a safe, kind and meaningful way.



BE COLLABORATIVE

Our impact is better and stronger when we are inclusive and engaging of a broad network of people.

We acknowledge and pay respect to the traditional people of this region, known as the Myone Buluk of the Boon Wurrung language group of the greater Kulin Nation. We pay our respects to the land this organisation stands on today. We bestow the same courtesy to all other First Peoples, past and present, who now reside in this region.



We are proudly inclusive.

POSITION SUMMARY

The NDIS Assessment and Support Senior Clinician (Social Work or Occupational Therapy) will embark on establishing a new and exciting service at Peninsula Health. The role, funded by the Department of Family, Fairness and Housing, via the Home and Community Care Program for Younger People (HACC – PYP) will work across the network to assist people with a disability, their family and health professionals navigate the NDIS. The NDIS Assessment and Support Senior Clinician provides expert assessment, advocacy and transdisciplinary advice to these groups.

Key responsibilities include team and health service wide NDIS capacity building, maintaining expert knowledge of the NDIS and its interface with health, clinical assessment and collection of evidence to support access and planning processes, building relationships with NDIS key stakeholders and data collection.

The position reports operationally to the Disability Liaison Officer (DLO) Team Leader and NDIS Program Manager and professionally to the Head of Discipline.

KEY RESPONSIBILITIES

- Collection of evidence to support people with a disability navigate access and planning stages of the NDIS pathway
- Clinical assessment to ascertain functional impact of disability and eligibility to the NDIS
- NDIS capacity building of both the NDIS Assessment and Support Team and wider Peninsula Health network
- Provision of transdisciplinary clinical liaison support to all staff at Peninsula Health
- Building relationships with NDIS key stakeholders
- Linkages/referrals into alternative supports as indicated through holistic assessment
- Data collection

KEY RESULTS AREAS/MAIN PRIORITIES

OPERATIONAL/CLINICAL PERFORMANCE

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc) and actively promote compliance to any such standards and legislation.
- Complete all mandatory training by the due date.
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification.
- Recognise, respond and escalate changes in the client's condition
- Maintain an active knowledge of the National Disability Insurance Scheme legislation and guidelines

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- Undertake client assessment and screening in a range of settings, including home visits across the Frankston and Mornington Peninsula Shire catchments.
- Coordinate and/or develop high quality and comprehensive clinical reports
- Meet designated caseload targets as negotiated with Disability Liaison Officer Team Leader and NDIS Program Manager
- Actively contribute to Peninsula Health organisation-wide NDIS Services leadership structures and service development.
- Quality and service improvement leadership within the multidisciplinary team.
- Support research opportunities in conjunction with the NDIS Program Manager
- Commitment to positive and professional workplace behaviours and effective working relationships
- Be aware of and work in accordance with organisational policies and procedures including award conditions, occupational health and safety and equal employment opportunity
- Contribute to positive team culture that promotes Peninsula Health values
- Model and maintain professional and ethical behaviours in keeping with the standards of the professional discipline and the organisation
- Participate in regular supervision
- Operational supervision of Grade 2 NDIS Access and Support Clinicians. This may also include provision of clinical supervision for Grade 2 clinicians of the same discipline
- Participate in annual Performance Development Review
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification.

PENINSULA HEALTH VALUES

- Display the Peninsula Health values when carrying out duties and in all dealings with patients, consumers, clients, volunteers and colleagues.
- Contribute to a supportive and inclusive work culture that embraces diversity.

CONSUMER FOCUS AND PERSON CENTRED CARE

- Ensure an excellent standard of service is offered by partnering with patients, consumers and/or carers and the community at all levels of health care provision, planning and evaluation.
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights.'
- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers and colleagues.
- Recognise and respond to the needs and requirements of each individual patient, consumer and/or carer.

QUALITY AND SAFETY

- Ensure patient and consumer safety and quality of care is the highest priority.

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- Ensure any risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients and consumers.
- Maintain a good working knowledge of the National Safety and Quality Health Service Standards, take the initiative to pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers and colleagues.
- Ensure direct support workers are compliant with The Disability Worker Exclusion Scheme, which aims to strengthen the protections and safeguards for people with a disability.
- Ensure any hazards or incidents identified are reported promptly and that risk controls are implemented to eliminate/reduce risks and ensure the safety of staff as well as others.
- Actively participate in workplace health and safety initiatives and consult with colleagues and management in relation to issues that impact on the safety of the workplace.
- Comply with all Policies and Procedures, including the 'Hand Hygiene' Policy, 'Smoke Free Work Environment' policy and clinical/operational practice guidelines.
- Maintain confidentiality as per Peninsula Health policies and procedures and in accordance with relevant privacy and health records legislation.
- Actively involve patients, consumers and/or carers in quality and safety improvement activities.
- Maintain up-to-date immunisation status related to own health care worker category.
- Ensure that the principles of general and patient manual handling are adhered to.
- Allied health clinicians are accountable for making clinical judgements about their own practice and operating within their own capacity and scope of practice. This must be conducted in accordance with Peninsula Health Policies and Clinical Practice Guidelines as well as discipline specific standards, policies, guidelines and codes of practice.

PEOPLE AND CULTURE

- Create and develop a positive working relationship with team and colleagues.
- Act in accordance with the 'Code of Conduct' and 'Workplace Behaviour' Policies.
- Actively participate in relevant professional development.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- High level understanding and experience of working within the NDIS and health interface
- Skills and experience navigating complex systems for people with a disability who present with a broad range of needs
- Established skills in completing holistic assessments with a functional impact focus
- Well-developed interpersonal and communication skills

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- Demonstrated commitment to continuous and innovative improvement through quality and research activities
- Ability to work autonomously
- Relevant discipline Bachelor Degree and AHPRA membership (Occupational Therapy only)
- Current Working with Children Check and Victorian Driver's license

- **DESIRABLE CRITERIA**

- Membership of relevant discipline Australian Association
- Ability to embrace new technology and processes to enhance productivity and effectiveness.

PERSONAL ATTRIBUTES

Initiative and Accountability – Proactive and self-starting and takes responsibility for own actions

Relationship Building and Teamwork - Well-developed interpersonal skills and collaborative work style in all professional relationships.

Empathy and Cultural Awareness- Communicates well with, relates to and sees issues from the perspective of people from adverse range of cultures and backgrounds.

Flexibility – Adaptable, open to new ideas and accepts changed priorities without undue discomfort

Drive and Commitment – Demonstrates capacity for sustained effort and hard work

Resilience – Perseveres to achieve goals, even in the face of obstacles

Customer Focus – Committed to delivering high quality outcomes for clients.

Exceptional organisational skills -Ability to prioritise duties.

PERFORMANCE APPRAISAL/REVIEW

1. Where a new employee is appointed to this position, a review of the appointment will occur prior to the end of the six month probationary period.
2. A Performance Development Review will be conducted on an annual basis.

POSITION DESCRIPTION AUTHORISATION

AUTHORISED BY (Relevant Director)
NAME :

SIGNATURE:	DATE:
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I have read and confirm I understand the information above.

POSITION INCUMBENT NAME :	
SIGNATURE:	DATE: