

Position title	Aged Care Assessment Officer (Comprehensive)
Reports to	Aged Care Assessment Coordinator
Award agreement	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026 OR; Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028 OR; Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022 Multi-Employer) Enterprise Agreement 2022-2026
Classification	AHP – Grade 2 or; CN4 or; SACS Level 4

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services. More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Aged Care Assessment team

The Clinical Aged Care Assessment Officer is part of the Aged Care Assessment Team. The service is delivered in partnership within North West Melbourne Aged Care Assessment Alliance (NWMACAA) to deliver aged care assessments within the inner north cluster of Melbourne. The team sits within Community Partnerships Directorate. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Single Aged Care Assessment System (SAS) has been set up by the Health Department (Commonwealth) to simplify and improve access to aged care services. The SAS includes assessments for all aged care services, including Aged Care Assessments and Residential Aged Care (RAC) Funding Assessments.

This position works along the Aged Care and RAC Assessors to deliver Assessment Services in a streamlined Client-focussed manner that supports the Assessment process and overall experience for clients.

This position is responsible to provide overall care needs assessments for people that are 65 years or older (50 years or older for Aboriginal or Torres Strait Islander people) who require assistance with everyday tasks. In doing this, the assessor will consider the restorative, physical, medical, physiological, cultural and social dimensions of clients care needs. This role covers Comprehensive assessments for the Yarra, Darebin, Melbourne and Maribyrnong municipalities.

Position responsibilities

- Conduct comprehensive client assessments (home-based, face-to-face, or phone-based) for referrals received through My Aged Care, ensuring support aligns with individual needs and goals.
- Partner with clients to establish goals, develop support plans, and facilitate referrals to achieve their objectives and maintain independence in their homes and communities.
- Maintain accurate client data and records, including updates in the My Aged Care Portal, while meeting individual and team KPIs to fulfill funding requirements.
- Manage a diverse caseload, providing tailored assessments and support for clients, including those living with dementia or from culturally, linguistically, or socially diverse backgrounds, such as LGBTIQ+ communities and Aboriginal and Torres Strait Islander peoples.
- Stay current with government guidelines, evidence-based practices, therapies, and frameworks relevant to aged care and professional discipline, ensuring compliance with accreditation standards and fostering innovation.

- Identify, monitor, and manage risks, escalating appropriately to ensure client and organizational safety.
- Support and promote client choice, encouraging involvement in decision-making to develop effective, person-centered care plans.
- Demonstrate agility and resilience in a dynamic environment, contributing to the organization's purpose and continuous improvement by participating in working groups and brainstorming sessions.
- Maintain professional registration and uphold a commitment to ongoing learning, research, and skill development.
- Effectively manage time, set priorities, and plan work to achieve objectives while maintaining flexibility in duties aligned with skill level and classification.
- Perform other responsibilities as directed, contributing to a collaborative and high-performing team.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Tertiary Qualification in a health-related discipline directly related to health, aged care or specialist area such as Allied Health or Social Work or Nursing
- Eligibility for, or current unrestricted registration with AHPRA or other relevant professional association.

Skills & Experience

- Minimum of one year demonstrated experience directly delivering services in aged care settings and/or to aged persons (such as geriatric evaluation, rehabilitation, palliative care, community nursing), including to people living with dementia and in community setting including work with CALD communities.
- Sound understanding of My Aged Care Portal use and knowledge of the Integrated Assessment Tool (IAT)

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form

- Management, in consultation with the staff member, reserves the right to modify this position description when required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQA+ communities to apply.