



WWHS

West Wimmera Health Service

Position Description

Position:	ACAS Assessment Clinician
Location:	West Wimmera Health Service region or other regions as directed
Reporting to:	Executive Director of Clinical Services
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024 /Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021- 2026
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care – Safe, effective, Innovative

To fully embrace new technologies and processes that enable world class rural healthcare.

Our Community – Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future – Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align with the Service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Employees • Manager • Executive Director • Patients • Residents • Visiting Medical Officer's • Specialist 	<ul style="list-style-type: none"> • Community • Consultant • Consumer • Visitors

Position Overview:

The ACAS Assessment Clinician works independently and provides assessment and information to assist the older person and their family or carer to make decisions about their care. This may include arranging community support that can be provided in the home and possible short term or long term residential aged care service. The ACAS Assessment Clinician will visit referred clients in the West Wimmera Health Service region or other regions as directed.

Key responsibilities:

- Complete a comprehensive assessment of client needs.
- Facilitate the development of effective individual care plans in accordance with My Aged Care and ACAS guidelines.
- To focus on finding the service solutions to best support each individual's aspirations to maintain and strengthen their capacity to continue with their activities of daily living, social and community connections.
- Respond to enquiries and referrals from My Aged Care, individuals and external agencies and allocate accepted referrals for assessment, based on agreed policy, criteria and procedures.
- 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.

Statement of duties

Professional Practice:

- 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.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attending all required staff meetings and training.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Conduct medically based assessments for those needing help at home or placement into a residential aged care facility.
- Arrange, conduct and document the comprehensive assessments for care and services under Aged Care Act, which includes Community Home Support Programme (CHSP) ensuring key stakeholders are involved as required.
- Use a wellness approach to develop an individual client support plan that identify client and/or carer needs and capacities, goals motivations and concerns that include service recommendations seeking to build on existing strengths and interests to maintain independence.
- Make appropriate referrals to other services within agreed timeframes.
- Maintain strict client confidentiality.
- Adhere to protocols and agreements between council and other relevant agencies and organisations.
- Ability to provide a high level of verbal and written communication skills.
- Capacity to work cooperatively with a wide range of individuals in the Aged and Disability Services sector, community groups, and the general public.
- Strong advocacy, negotiation and conflict resolution skills.
- Ability to participate in the decision-making process and be responsible and accountable for performance.
- Demonstrate empathy with the Home and Community Support and Carer target group.
- Have an understanding and sensitivity to the needs of people from culturally diverse backgrounds.
- Any other duties as directed by Executive Director of Clinical Services.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria**Essential:**

1. Tertiary qualification (degree level) in Allied Health or Nursing.
2. Current professional registration with AHPRA
3. Effective communication and organisational skills.
4. Demonstrate understanding for the needs and issues facing older people and their carer's.
5. Demonstrate experience working with older people in particular the areas of assessment, support planning and care coordination.
6. Demonstrated commitment to working in a multidisciplinary team, recognising and respecting the contribution of all team members.
7. Competence in computer-based data processing, work processing and spreadsheets.

Desirable:

8. Experience, knowledge and understanding of the Aged Care Act, Aged Care Assessments and My Aged Care (MAC) portal.

Pre-Requisites for Employment:

9. NDIS Worker Screening Check.
10. Working with Children Check.
11. Vaccinated for COVID-19.
12. Influenza Vaccination.
13. Australian Driver's License.

Internal Direct Reports:

Executive Director of Clinical Services.

External Direct Reports:

Aged Care Assessment Services Manager, Grampians Health.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification:

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Executive Director of Clinical Services	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: