

Community Support Services



| Position Description | |
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| Position Title | Regional Assessment Service Officer |
| Program Location | Head Office |
| Reports To | Manager of Access and Development |
| Direct Reports | Nil |
| Award | Social Community Home Care and Disability Services |
| Classification | Social and Community Services Employee Level 4 |
| CS#1 Capability Level | Level 4 |
| Objective | <p>The Regional Assessment Service (RAS) Officer is responsible for undertaking face-to-face assessments using the mandated National Screening and Assessment Form (NSAF).</p> <p>RAS aims to assess client needs, goals and preferences holistically, and refer them to services that will assist them to achieve the best level of function and independence.</p> |
| Key Accountabilities and Capabilities | <p>Provide home-based face-to-face assessments of clients referred through the My Aged Care Gateway using the NSAF.</p> <p>Working with each client, establish goals specific to the client and documented within a support plan. Apply wellness and enablement approaches in line with NSAF and support planning processes.</p> <p>Maintain accurate client information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Assist with collection of data and statistics for the Manager of Access and Development for reporting purposes.</p> <p>Maintain working knowledge of current service providers and relevant legislation.</p> <p>Work offsite with minimal supervision.</p> <p>Participate in quality assurance and continuous Improvement processes for the Access and Development team.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p> |

| Selection Criteria | |
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| Required Qualifications, Skills and Experience | <p>Demonstrated equivalent Certificate IV qualifications in relevant fields such as Home Care or Aged Care or equivalent work experience, with a genuine interest in working with older people.</p> <p>Demonstrated experience in conducting work that reflects an understanding of the key issues facing older people that supports and advocates for the client's rights and responsibilities.</p> <p>Well-developed written, oral and interpersonal communication skills.</p> <p>Ability to follow guidelines relevant to the position with problem solving and risk assessment capacity including demonstrated sound understanding of risk assessment and duty of care for client services.</p> <p>Demonstrated ability to work independently and remotely as well as effectively in a collaborative team environment.</p> <p>Demonstrated excellent administration skills and computer literacy.</p> |
| Additional Requirements | <p>The required Statement of Attainment – Home Support Assessor, or a willingness to obtain</p> <p>A.C.T. Working with Vulnerable People Card</p> <p>Current Driver Licence</p> <p>Current First Aid Certificate</p> |

| Acceptance | |
|---|----------------------------------|
| I understand and accept the duties and responsibilities as outlined in this position description. | <p>Employee:</p> <p>Date:</p> |