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| Position: | Aged Care Assessment Officer |
| Classification: | SCHCADS Grade 3 |
| Hours: | 21 hours per week/ 3 days per week (Short term Contract to 30 June 2025) |
| Responsible to: | Garden Care Coordinator |

This position description is not a comprehensive list of responsibilities or criteria. The position's incumbent will be aware that the position is to assess new clients and conduct

REPORTING & ORGANISATIONAL CONTEXT

The Aged Care Assessment Officer is responsible to the Garden Care Coordinator. The Assessment Officer will be aware of the requirements of other stakeholders such as Service Users and their families, Department of Health and Aged Care (CHSP funding body); and Service partners such as the local Councils.

Service Objectives

- To provide a service which assists members of the CHSP target group people over 65 within the Inner West & South West Region to maximise their independence and wellness through access to support services.
- To provide a service to eligible service users which makes gardens easier to maintain, either through the conversion of gardens to easy care, Garden Support Service and the provision of a regular lawn mowing service.
- To provide assessment support across aged services including Personal Care, Social Support Group/Individual and Home Care Packages as required.
- To provide a consumer directed service that is responsive to the needs of individual clients
- To monitor the needs of service users and refer to My Aged Care as appropriate

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential Criteria:

- Tertiary qualifications in Social Welfare or Community Services
- Experience and/or knowledge of the Commonwealth Home Support Program and Home Care Package program.
- Exceptional organisational skills.
- High level communication
- Understanding of issues impacting frail older people and their carers.
- Understanding of Consumer Directed Care/Wellness and Reablement
- Current driver's licence and access to a comprehensively insured motor vehicle
- Computer skills, including Microsoft Word, Excel, Outlook and a Client Relationship Management Database.

Desirable Criteria:

- Cross cultural skills
- Understanding and experience of working with disadvantaged communities
- Interest in gardening and the principles of Easy Care Gardening.

PRINCIPLE DUTIES

The Assessment Officer will conduct comprehensive assessments of new clients referred to Garden Care by My Aged Care. In addition to this, the role will provide client assessment support to Personal Care and Social Support new and existing clients.

Planning

- In conjunction with the Garden Care Coordinator plan and execute a regular schedule of assessments to boost the garden care client base to meet outputs.
- In conjunction with the Home Care Program Coordinator, HCP Case Coordinator and the Social Inclusion and Wellness Coordinator support the assessment of new and regular clients as required

Effective workplace relationships

- Maintain effective working relationships with Centre staff.
- Participate in Garden Care Staff Meetings and other team meetings as required

Risk Management

- Undertake a site audit as part of the client assessment and report concerns to the Garden Care Coordinator
- To ensure CCCC obligations under the Work Health and Safety Act are met

Service Delivery

- Assess new clients referred to Garden Care by My Aged Care referring to the CHSP and HCP Consumer Handbooks, Aged Care brochure, Charter of Aged Care Rights and other information as required as part of the assessment.
- Provide translated materials and access to a TIS National interpreter if required during assessment
- Ensure that a care plan is developed for each new client and that services appropriate to client needs are identified
- Ensure that client data is entered and properly maintained on the Client Database CIVI and eTools

Reporting and Compliance

- Ensure any concerns about the Consumers wellbeing or issues raised by them are reported to the Garden Care Coordinator or relevant team Coordinator
- Ensure assessments and documentation is conducted in accordance with the Aged Care Quality and Safety Standards.

Financial Management

- Adhere to the Centre's Financial Policy.

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's Policy & Procedure manual.

X

Employee's Signature

X

Date

X

Employee's Name

X

CEO's Signature

X

Date

X

CEO's Name