


Mitchell Community Health Service Position Description

Position Title:	HACC Assessment Officer
Incumbent:	
Location:	The position is primarily located in Broadford. <i>Mitchell Community Health Services conducts business from its Centres in Broadford, Seymour and Wallan (Wallan Multi Purpose Centre). Some services are provided on an outreach basis or from the clients home in the Mitchell Shires.</i>
Team/Program Area:	Service Access and Care Coordination
Reports to:	SACC Team Coordinator
Supervisory Responsibilities:	Not applicable.
Hours of Work:	0.8 EFT
Classification/Award:	Award/Agreement: the HSUA - Health Professionals Victorian Public Sector – Multi Business Agreement 2009 – 2011. Classification: Welfare Worker, Class 2
Performance Review:	Performance reviews will be held annually.
Version Number:	3.0 Date Written: 05/12/2011
Version updates:	5 December 2011
Approved by:	 Signature:
	Name: Chris McDonnell
	Position: Chief Executive Officer
	Date: 5/12/2011

Background

Mitchell Community Health Services (MCHS) is committed to excellence in the delivery of holistic, accessible, community based health services. We value community participation and working in partnership with other agencies to identify community needs. We strive to develop innovative programs and services and actively encourage community members to be responsible for their own well-being.

Position Purpose and Scope

The HACC Assessment Officer will:

- Undertake assessments, care planning and care coordination with clients and carers in order to determine their needs within the Home and Community Care (HACC) Program. This service will involve home visits, phone based and office based work.
- Support the implementation of the Active Service Model in HACC Assessments and service provision throughout Mitchell Shire.
- Undertake other screening, assessment and care planning services with clients and carers of Mitchell Community Health Services as discussed with the SACC Team Coordinator.

Key Responsibilities

- Assess client needs, investigate the range of options available to them and determine and coordinate the most appropriate response, utilizing the HACC Assessment Framework and Active Service Model principles.
- Develop care plans and undertake care coordination of clients to ensure appropriate services are provided to meet client needs in line with Mitchell Community Health Services, Department of Health, HACC program, and other funding programs and guidelines.
- Undertake regular reviews of client's needs and service arrangements to ensure the most appropriate services are being provided. Ensure an updated OH&S 'Is it Safe' Checklist is completed at each review and all documentation is current.
- Liaise with service providers as required to promote a coordinated and seamless approach to service provision
- Comply with and ensure compliance with Duty of Care in respect to OH&S legislation, risk management requirements and MCHS policies and procedures.

Qualifications/Experience

Qualifications and Experience:

Applicants must have a tertiary qualification in Nursing, Social Work or other relevant allied health professional area.

Assessment and counselling skills and experience in working in a health and/or aged care setting is essential.

Key Selection criteria:

Essential:

- The applicant will be a Registered Nurse, Social Worker or qualified allied health professional
- Demonstrated experience in and ability to competently assess client needs
- Demonstrated understanding of and experience with care planning, client centred goal setting and case management practices and tools.
- Highly developed interpersonal and communication skills, including the capacity to advise and consult effectively with a wide range of clients, service providers and other professionals.
- Thorough understanding of Service Coordination principles, processes and tools.

Desirable:

- Recent experience in a Health, Aged Care or Community setting.
- Knowledge of and experience with Home and Community Care programs.
- Knowledge of and experience with SWITCH, HACCPAC, and other relevant software systems.
- Knowledge and understanding of the needs and issues of communities within the Mitchell Shire, as well as the range of services options available to those people.



Other relevant information

- New staff will be required to undergo a Police Records Check and, if relevant, a Working with Children’s Check.
- Employees are required to advise Mitchell CHS of any changes that may affect the current Police Records check status, and advise Management immediately.
- A current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Mitchell CHS Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- Professional Memberships should remain active.

I have read this position description and understand its contents.

Signed:.....Date:.....

Name in Print:.....

Coordinator SACC

This position description accurately describes the essential functions assigned to this position.

Signed:.....Date:.....