

Position Description

Position Title	HACC PYP Assessment Officer
Position Number	30028216
Division	Community and Public Health Services
Department	Community Services
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Community Development Worker
Classification Code	XV16 – ON14
Reports to	Manager Community Care Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700-bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Community and Public Health Services

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our vision.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP). It has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

Community Care Services

The Community Services Team comprises Aged Care Assessment Services, Community Allied Health Services, Community Care Services, Carer Support Services and Community Nursing and Home Care Services.

Community Services operate in a diverse community in terms of age, gender, health issues, abilities, cultural and socio-economic background, language, skills, education, spirituality and sexuality.

Community Care Services conducts a high-quality case management service across the Loddon Mallee region. Case management supports people who are frail aged and younger people with a disability and their carers to live independently in the community.

The service provides individual case management to consumers which may include the purchase of additional supports such as care, services & equipment to complement the case management role.

The program provides:

- Home and Community Care Program for Younger People (HACCPYP)
- HACC PYP Linkages
- Support coordination for people with disability (under National Disability Insurance Scheme (NDIS))
- Care coordination for Home Care Package (HCP) consumers
- Short Term Restorative Care Program

HACC PYP is for people under 65 and Aboriginal people under 50, who need assistance with daily activities , including personal care, dressing, preparing meals, house cleaning, property maintenance, community access and using public transport.

The program has been designed to support people with disabilities, a medical or health condition and their respective carers to live as independently as possible in their own homes.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The assessment officer will complete holistic assessments of need to support the development of goal directed support plans promoting a strengths based approach. The role will also lead and participate in community development and social inclusion activities.

Home based assessments for HACC PYP must be completed within the Department of Families Fairness and Housing (DFFH) and Home and Community Care Program for Younger People (HACC PYP) guidelines.

Responsibilities and Accountabilities

Key Responsibilities

- Conduct and ensure clients assessments for support services are coordinated and equitable, according to HACC PYP guidelines and the Active Service Model.
- Develop goal directed care plans in partnership with clients, carers, other relevant persons and/or service providers.
- Perform re-assessments, and care plan/service plan reviews annually, or more frequently as required.
- Work in partnership with key stakeholders, considering collaborative assessment where appropriate, to facilitate best client outcomes.
- Complete Home Safety Checks to ensure a safe working environment for home care staff
- Identify wellness and reablement opportunities to improve consumers independence
- Record relevant information in client files, and prepare necessary reports and documentation.
- Promote collaborative partnerships between service providers, both internal and external, and attend relevant meetings.
- Contribute to identifying service gaps and unmet needs.
- Facilitate referrals to other services as required
- Where necessary provide advocacy support to consumers and their carers
- Participate in Community Care Services team meetings and actions generated
- Participate in staff development, training and research activities as determined with Team Leader
- Maintain an interest in, and have a general understanding of the strategic direction of Bendigo Health and relevant health care reform
- Actively participate in CCS and Bendigo Health quality initiatives

Employees are required to carry out lawful directions outlined above or delegated to them.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Tertiary level qualification in health or community services
2. Demonstrated knowledge and understanding of the Home and Community Care Program for Younger People philosophy and intent
3. Demonstrated experience in care planning and assessment skills
4. Experience with person centred care planning processes, including developing, implementing and evaluating strength based care plans
5. Demonstrated time management and organisational skills to effectively plan and prioritise work tasks
6. Demonstrated ability to work effectively as a team member, show initiative and effective communication
7. Highly developed communication and interpersonal skills, both written and verbal, including liaison and negotiation skills
8. Demonstrated ability to understand and meet the needs of clients from diverse backgrounds

Desirable

9. Ability to establish and maintain relationships with key stakeholders both internal and external
10. Developed computer skills, experience in the Microsoft Office suite and/or ability and confidence to acquire skills for in-house client database systems

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition, you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.