



Position Description

Position Identification			
Position Title:	Assessment and Planning Officer		
Direct Reports	Not Applicable	Indirect Reports:	Not Applicable
HRIS Position Number:	1146	Effective Date:	February 2020
Location:	Chifley Drive, Preston		
Scope of Practice:	Scope of Practice Link / Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 <ul style="list-style-type: none"> • SACSE Level 4 		
Organisational Context			
Divisional:	Healthy Communities		
Program:	Carer Services	Unit: Assessment and Planning	
Organisational Chart	<pre> graph TD Manager[Manager Carer Services] --> TL1[Team Leader Assessment & Planning] Manager --> TL2[Team Leader Counselling] Manager --> NRO[Northern Respite Project Officer] Manager --> TL3[Team Leader Carer Support] TL1 --> APO[Assessment & Planning Officers] TL1 --> DCC[Dementia Carer Consultants] TL2 --> Coun[Counsellors] TL3 --> CSW[Carer Support Workers] TL3 --> CHC[Carer Health Coaches] </pre>		
Position Summary			
<p>Assessment and Planning Officers are responsible for undertaking assessments and developing goal directed care plans for carers with a view to achieving outcomes that will improve their quality of life. They also facilitate carers' access to respite and other support services including the purchase of services when appropriate.</p> <p>Service Description</p> <p>To increase support for carers, the Commonwealth government has engaged with stakeholders over several years to re-design services and as a result it has developed the Integrated Carer Support Service (ICSS) model which is designed to reduce carer stress, increase resilience, and help carers plan for the future. The system will be supported by national infrastructure and managed by the Australian Government with services including:</p> <ul style="list-style-type: none"> • the Carer Gateway website • phone counselling • online self-guided coaching • an online peer support community forum, and • online skills courses. 			



Position Description

At a regional level, the Carer Gateway will respond to the specific needs of their communities by providing:

- a centralised intake and registration process
- carer support planning
- in-person peer support
- in-person counselling
- carer directed packages
- emergency respite care, and
- in-person carer coaching (to be added to the suite of services in 2021)

Merri Health and its consortium partners (Alfred Health, Ballarat Health Services, Barwon Health, Bendigo Health Care Group, Goulburn Valley Family Care Inc. and Uniting (Victorian and Tasmania) Ltd.) have been chosen by the Commonwealth to deliver the new Carer Gateway in Victoria.

Merri Health also receives Support for Carers Funding from the State Government of Victoria which is incorporated and integrated into the functions of this position description / role.

Position Accountabilities

<p>Responsibilities</p>	<p>Reporting to the Team Leader, Assessment and Planning, this role:</p> <ul style="list-style-type: none"> • Undertakes holistic assessments (using Carer Star) and develops goal-directed care plans to ensure individual, physical and emotional needs of carers are met. • Provides carers with assistance to navigate, coordinate and access other supports including planned respite and/or community access funded through other programs (e.g. MAC/NDIS). • Collaborates with team members and provide secondary consultation and information to facilitate best outcomes for carers. • Develops and maintains formal service networks with community service providers to ensure responsive and effective service provision for carers. • Maintains comprehensive and up-to-date records and case notes in the client management system ensuring case notes and other client information is recorded according to service standards and practices. • Contributes to policy and process development to ensure best practice approaches are implemented in supporting carers.. • Participates in relevant Carer Services Program and Merri Health meetings. • Participates in regular supervision with the Team Leader, Assessment and Planning. • Fosters collaborative working relationships, demonstrate commitment to organisational values and code of conduct. <p>Other Duties</p> <ul style="list-style-type: none"> • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Practice complies with professional registration, national code for health care workers and delegated scope of practice.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and



Position Description

	<p>alternation between seated and standing positions</p> <ul style="list-style-type: none"> • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.
Key Selection Criteria	
Essential	<ul style="list-style-type: none"> • Tertiary qualifications in Social Work or appropriate, equivalent discipline or experience. • Demonstrated understanding of the role, needs and concerns of carers and a commitment to their rights and entitlements. • Knowledge of the community care sector, including the challenges faced by carers of people with a disability, chronic illness, mental health condition and the aged. • Proven ability to foster and maintain relationships with internal and external stakeholders and to relate to and work effectively with a diverse range of individuals and communities. • Organisational and interpersonal skills, e.g. negotiation, problem solving. • Proficiency in the use of Information and Communication technologies.
Desirable	<ul style="list-style-type: none"> • Experience working in a client service delivery, assessment and planning role. • Knowledge of issues impacting carers from Indigenous, CALD and LGBTIQ+ backgrounds and ability to speak a relevant community language.
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police check • Working with Children check • Current full or probationary Drivers Licence • Statutory Declaration • Right to work in Australia • Immunisation Category B

Position Description

