



# Position Description

Position Identification			
Position Title:	Assessment and Planning Officer		
Direct Reports	N/A	Indirect Reports:	N/A
HRIS Position Number:		Effective Date:	October 2022
Location:	Chifley Drive, Preston		
Scope of Practice:	Scope of Practice Link / Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement		
*For HR use only	• SACSE Level 4		
Organisational Context			
Divisional:	Healthy Communities		
Program:	Carer Services	Unit:	Assessment and Planning
Organisational Chart	<div><div>Manager Carer Services</div><div>Team Leader Assessment and Planning</div><div>Assessment and Planning Officers</div><div>Senior Assessment and Planning Officer</div><div>Service Coordinators</div></div>		
Position Summary			
<p>Assessment and Planning Officers plays an integral role within the service by working collaboratively with carers to provide supports and services that enhance their care-giving experience and improve their quality of life. They undertake psychosocial assessments and develop goal directed care plans to ensure that carers have continuity of care. They also facilitate carers’ access to respite and other support services including brokered services as appropriate.</p>			
Service Description			
<p>Merri Health’s Carer Services Program supports carers in the Northern and Western Metro region of Melbourne. Carers can be parents, partners, spouses, young people and children, other family members, friends or neighbours. A carer provides support to someone who needs help managing at home or in the community because they are ageing, living with disability, a mental illness or a chronic medical condition.</p>			



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We work in partnership with carers to learn about their needs, support them in defining goals and assist with planning for the future. We support carers in their caring roles and aim at maximising carers' health, wellbeing and social connections.

The Carer Services Program delivers carer supports through a range of state and federally funded programs including the Carer Gateway, the Support for Carers Program and the Commonwealth Home Support Program.

## Position Accountabilities

### Responsibilities

Reporting to the Team Leader, Assessment and Planning, this role:

- Undertakes holistic assessments using the Carers Star and develops goal-directed care plans to ensure individual, physical and emotional needs of carers are met.
- Assists carers to navigate, coordinate and access other supports including planned respite and/or community access funded through other programs (e.g. MAC/NDIS).
- Uses a reflective practice framework that assists carers in building self-development and self-care strategies with the aim to maintain wellbeing and resilience.
- Collaborates with team members and provide secondary consultation and information to facilitate best outcomes for carers.
- Participates in 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, demonstrates commitment to organisational values and code of conduct.

### Other Duties

- 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.

### Safety and Risk

#### Occupational Health & Safety (OHS)

- 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.

#### Physical Inherent requirements (PIR)



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	<ul style="list-style-type: none"> <li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li> <li>• 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</li> <li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> <li>• May be required to occasionally lift and carry items weighing up to 10kgs</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• Be proactive in risk identification, notification and management.</li> <li>• Comply with Merri Health's policies and procedures</li> <li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li> </ul> <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>
<b>Capabilities</b>	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.
<b>Key Selection Criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in social work, community services, nursing, disability support, health promotion, allied health or equivalent discipline or experience.</li> <li>• Solid understanding of and experience in holistic needs assessments, person-centred goal planning, referrals and service coordination.</li> <li>• 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.</li> <li>• Organisational and interpersonal skills, e.g. negotiation, problem solving.</li> <li>• Proficiency in the use of Information and Communication technologies.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working in a client service delivery, assessment and planning role.</li> <li>• Knowledge of carer services.</li> <li>• Knowledge of issues impacting carers from Indigenous, CALD and LGBTIQ+ backgrounds and ability to speak a relevant community language.</li> </ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"> <li>• National Police check</li> <li>• Working with Children check</li> <li>• Current full or probationary Drivers Licence</li> <li>• Statutory Declaration</li> </ul>

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	<ul style="list-style-type: none"><li>• Right to work in Australia</li><li>• Immunisation Category B</li></ul>
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