



POSITION DESCRIPTION

POSITION TITLE: ASSESSOR, VETERANS HOME CARE(VHC) and HOME & COMMUNITY CARE (HACC)

SECTION	REPORTS TO	LOCATION	ISSUE DATE
Community Care Division	Unit Manager	Myaree	June 2010

PURPOSE OF POSITION

The position exists for:	<ul style="list-style-type: none"> ▪ Ensuring eligible Veterans and HACC recipients receive appropriate care services while adhering to the guidelines of the Veterans Home Care And Home & Community Care (HACC) programs. ▪ Seamless Provision of services to Veterans; liaising between the Provider and recipient of services.
Accountable for:	<ul style="list-style-type: none"> ▪ Determining a recipients' eligibility for VHC or HACC services ▪ Assessment and review of eligible recipients' care needs ▪ Communicating to all stakeholders any changes in service ▪ Ensuring the adherence of service standards, safety rules & regulations & Policies and Procedures ▪ Working within the scope of the Veterans Home Care and Home & Community Care Budget with direction from Unit Manager.
Key responsibilities:	<ul style="list-style-type: none"> ▪ Complete appropriate assessments, reviews and service plans within the scope of the Programs and in line with the Wellness Approach ▪ Participate in and contribute to team meetings ▪ Liaise with Service Providers and other Stakeholders ▪ Ensure equitable distribution of services to approved provider Agencies.



	<ul style="list-style-type: none"> ▪ Inform stakeholders of changes in Recipients' care needs by responsive service planning . ▪ Accurate maintenance of electronic records of services provided ▪ Participate on and contribute to on-going professional development, training, evaluation, quality assurance processes, meetings, performance reviews. ▪ Have a commitment to continuous improvement. ▪ Some 'in home' assessments may be required for complex care needs Veterans. ▪ Working within a team of office based assessors, completing telephone assessments and 6 monthly reviews of veterans living in the South West and East Metropolitan regions of Perth.
Reporting to this position:	<ul style="list-style-type: none"> ▪ Nil
Selection Criteria & Expected Qualifications	<ul style="list-style-type: none"> ▪ Health related qualifications and experience ▪ Demonstrated record of effective client assessment ▪ Computer skills including use of a data base ▪ Excellent communication and listening skills ▪ Ability to work in a team environment and develop a team approach with peers. ▪ Effective time management and multi tasking skills ▪ Appropriately insured motor vehicle and driving licence. ▪ Current Police clearance