



Position Title: RAS Assessor	Entity: Independent Living Assessment Inc (iLA)
Reports to: Team Lead / Manager	No of Direct Reports: 0
Industrial Instrument / Job Level: Enterprise Agreement - Level 5 EA	Primary Location: East Perth (or other approved site)
Position Requirements	
<p>Primary Purpose</p> <p>The Regional Assessment Service aims to support people to remain active and as independent as possible, through undertaking wellness assessments, care coordination and support plan review for Commonwealth Home Support Program (CHSP) services via home visiting and phone reviews across the Perth north metropolitan region.</p> <p>Work practices for Assessors are underpinned by an enabling and wellness approach and working in partnership with the person requesting support to identify their needs, priorities, personal goals, planning and support. This is achieved by facilitating personal choice and control through information provision, advice, guidance, and referral to appropriate services.</p> <p>The overarching goal of a RAS assessor is to support individuals to gain skills and confidence to live as independently as possible.</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment • Ensure all incidents, accidents, injuries, hazards or property damage are reported. Identify any relevant safety improvements and work collaboratively with the Work Health and Safety program. • Contribute to a culture that supports wellbeing. <p><u>Functional – Regional Assessment</u></p> <ul style="list-style-type: none"> • Undertake wellness/enabling initial assessments, reviews, recommendations, and support plans either in person (home visit) or over the phone with consumers, carers and their family members. • Undertake screening of CHSP eligibility, level of care and workplace health and safety with consumers and carers. • Maintain accurate and timely client records, including wellness assessment reports on relevant database systems. • Apply knowledge and understanding of the wellness, reablement and person-centered model of support to facilitate consumer choice and control in developing support plans. • Research, explore and develop innovative support care options in partnership with consumers. • Deliver coordination, support, referral, and assistance with linking to appropriate support services. • Deliver against Commonwealth contractual key performance indicators (KPIs) • Maintain and apply knowledge of aged care, disability, mental health and community health care services. <p><u>Operational</u></p> <ul style="list-style-type: none"> • Build and maintain relationships with suppliers, regulators, customers, and other external stakeholders • Contribute to the implementation of the group’s overall long-term strategy and annual business plans • Contribute to, and demonstrate by example, the vision, mission, and values 	

- Participate and/or engage in all activities that relate to group strategic initiatives and key issues.
- Identify and implement improvement opportunities within the group and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation.

People & Culture

- Role model positive behaviour in the work environment.
- Participate actively with colleagues in the leadership team to deliver integrated business outcomes.
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.

Administration

- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures.
- Ensure all documentation and associated processes are maintained and accessible in appropriate formats and designated locations.
- Complete write up of assessment, support plan and referrals immediately following assessment.

Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time.

Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- RAS Team
- All other teams in the organisation

External

- Consumers, family members, carers and significant support people of the consumer
- Referring agencies
- ACAT, GP's, allied health professionals
- Service providers

Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be **Operational Behaviours**.

[Strategic Behaviours](#)

[Leadership Behaviours](#)

[Operational Behaviours](#)

<input type="checkbox"/> Aligning Performance for Success <input type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input type="checkbox"/> Change Management <input type="checkbox"/> Innovation & Creativity <input type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input type="checkbox"/> Adaptability/ Agile Approach <input type="checkbox"/> Building Customer Loyalty <input type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input type="checkbox"/> Coaching/developing others <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input type="checkbox"/> Growth mindset <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input checked="" type="checkbox"/> Applied Continuous Learning <input type="checkbox"/> Marketing & Comms <input checked="" type="checkbox"/> Build Trust <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Client Liaison <input type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input checked="" type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> Legislative & Industry Standards <input checked="" type="checkbox"/> Organisation & Self Management <input checked="" type="checkbox"/> Quality & Work Standards <input type="checkbox"/> Results Focused <input checked="" type="checkbox"/> Safety & Environmental Excellence <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Tenacity
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General Assessed			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit

Work Related Requirements

Knowledge & Skills (Social, Personal & Technical) & Equipment

The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position

- Sound knowledge of and experience in working in the community care sector with people living with a range of diverse needs, ageing, mental health, cultural diversity, and complex care needs.
- Knowledge of and/or experience in working in a wellness and reablement approach to assessment and support planning in partnership with consumers.
- Demonstrated ability to coordinate, consult and liaise with health and community organisations to facilitate personal choice and control in support care options.
- Working knowledge and proficiency in Microsoft Office applications.
- Demonstrated problem solving, organisational skills and ability to work autonomously, within a team environment.
- Capability to build relationships, effectively negotiate and influence others.
- Ability to prioritise and meet deadlines, meeting individual and team KPI's.
- Strong teamwork approach.
- Commitment to providing a high level of customer service.
- Confidence in using mobile technology eg laptop.

Work Experience

The type and extent of previous work experience that is necessary to perform in the position

- Role/s in similar position and/or industry, with exposure to at least one of the functional areas encompassed by this role.
- Operational and/or change management experience.
- Networking, influencing, and relationship building skills.
- Holistic person-centred assessment of consumers needs and goals.

Qualifications

Degree qualification in allied health, nursing, or health sciences; or
Cert IV or Diploma relevant to Human Services and Community Care, similar disciplines and significant relevant industry and positional experience.

National Police Clearance

Extent of Authority

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.

Prepared & Approved By: Sarah Easton

Date Reviewed/Modified: 12/07/2022

*All PDs should be sent to P&C for approval and uploading to sharepoint

Related Documents: **PD Work Instructions, Behaviours Guide**

Risk Assessed Role (NDIS Worker Screening Check) No not required

Date the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager