

<b>Position Title:</b> Residential Aged Care Funding Assessor	<b>Entity:</b> Independent Living Assessment Inc (iLA)
<b>Reports to:</b> Clinical and Quality Manager	<b>No of Direct Reports:</b> 0
<b>Industrial Instrument / Job Level:</b> Common Law Contract - Tier Professional	<b>Primary Location:</b> Remote
<b>Position Requirements</b>	
<p><b>Primary Purpose</b></p> <p>The Residential Aged Care (RAC) Funding Assessor is responsible for conducting assessments of residents within aged care facilities to determine their eligibility and level of funding under the AN-ACC guidelines. The role involves working closely with residents and care staff to gather and analyse information necessary for accurate and timely funding assessments. The RAC Funding Assessor ensures that all assessments are conducted in compliance with relevant guidelines and standards, contributing to the financial sustainability of the aged care services provided.</p>	
<p><b>Key Accountabilities/Responsibilities</b></p> <p><b><u>Health Safety Wellbeing &amp; Environment</u></b></p> <ul style="list-style-type: none"> <li>• Comply with all health, safety and hygiene policies, systems, and OH&amp;S legislation to maintain an appropriate working environment</li> <li>• 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.</li> <li>• Report all incidents/hazards/injuries</li> <li>• Contribute to a culture that supports wellbeing.</li> </ul> <p><b><u>Functional – RAC Assessment Services</u></b></p> <ul style="list-style-type: none"> <li>• Travel to residential aged care facilities to conduct assessments of aged care residents using the AN-ACC tool to determine their care needs and funding eligibility</li> <li>• Gather detailed information from residents and care staff to ensure accurate assessments.</li> <li>• Ensure that all assessments are completed within specified timeframes and in accordance with AN-ACC guidelines and meet the quality and compliance standards set out by the Department of Health and other regulatory bodies.</li> <li>• Work closely with aged care facility staff, including nurses and care coordinators, to gather relevant information and support the assessment process.</li> <li>• Participate in regular audits of AN-ACC assessments and provide feedback and suggestions to identify areas for improvement and ensure ongoing compliance.</li> <li>• Liaise with residents to explain the assessment process and address any concerns or queries.</li> <li>• Provide guidance and support to care staff on AN-ACC documentation and assessment requirements and assist in training and educating of new staff on AN-ACC process</li> <li>• Participate in professional development and keep up to date with changes in legislation, policies, and guidelines related to AN-ACC and aged care funding.</li> <li>• Conduct culturally sensitive assessments for specific groups such as those who may identify as; Aboriginal and Torres Strait Islander, CALD background, the LGBTIQ+ community or vulnerable groups</li> </ul> <p><b>Senior RAC Assessor</b></p> <ul style="list-style-type: none"> <li>• Quality assurance and peer review and overseeing workflow of the RAC Assessor team</li> <li>• Provide clinical support for more complex assessments</li> <li>• Oversee the activities of RAC Funding Assessors (restricted and unrestricted) and undertake a regular review of quality assessment</li> </ul>	

- Complete final assessments for Trainee RAC Assessors to ensure competency is met and the Training RAC Assessor meets requirements to transition to an accredited RAC Assessor.

**Operational**

- Build and maintain relationships with aged care homes and other external stakeholders
- Contribute to the implementation of the iLA’s overall long-term operational plans
- Contribute to, and demonstrate by example, the vision, mission, and values
- Participate and/or engage in all activities that relate to iLA’s strategic initiatives and key issues.
- Identify and implement improvement opportunities within iLA and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation.

**People & Culture**

- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs and contribute to a thriving remote workforce ensuring members feel connected and supported to deliver RAC Funding Assessments throughout Western Australia (WA1).
- Role model positive behaviour in the work environment.
- Participate actively with colleagues in the leadership team to deliver integrated business outcomes.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.
- Supervision of RAC Assessors (restricted and unrestricted) and supporting RAC Assessor Team (Senior RAC Assessor)

**Administration & Reporting**

- Accurately document all assessment findings and ensure that records are maintained in compliance with privacy and confidentiality requirements.
- Prepare and submit assessment outcomes to the relevant authorities.
- Maintain up-to-date records of all assessments and related documentation in the facility’s electronic health records system, My Aged Care and iLA’s Customer Relationships Management (CRM) software.
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and all documentation and associated processes are maintained and accessible in appropriate formats and designated locations.

**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 at 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**

- Leadership Team
- Single Aged Care Assessment Team
- All other teams in the organisation

**External**

- Residential Aged Care Facilities
- Consumers, family members, carers and significant support people of the consumer

**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 primarily be in Operational

Behaviours with some Leadership Behaviours.			
<u>Strategic Behaviours</u>	<u>Leadership Behaviours</u>	<u>Operational Behaviours</u>	
<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 <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"/> Agile Approach <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input checked="" type="checkbox"/> <b>Applied Continuous Learning</b> <input type="checkbox"/> Marketing & Comms <input type="checkbox"/> Build Trust <input type="checkbox"/> Communication <input checked="" type="checkbox"/> <b>Client Liaison</b> <input type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> <b>Legislative &amp; Industry Standards</b> <input checked="" type="checkbox"/> <b>Organisation &amp; Self -Management</b> <input checked="" type="checkbox"/> <b>Quality &amp; Work Standards (including clinical or/ and technical)</b> <input type="checkbox"/> Results Focused <input checked="" type="checkbox"/> <b>Safety &amp; Environmental Excellence</b> <input checked="" type="checkbox"/> <b>Teamwork</b> <input type="checkbox"/> Tenacity	
General Assessed			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit
Work Related Requirements			
<p><b>Knowledge &amp; Skills (Social, Personal &amp; Technical) &amp; Equipment</b></p> <p><i>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</i></p> <ul style="list-style-type: none"> <li>• Commitment to providing high level person-centred RAC Funding Assessment Services.</li> <li>• Strong clinical assessment, problem solving and analytical skills</li> <li>• Understanding of aged care funding mechanisms and regulatory requirements</li> <li>• Adaptability and resilience as position requires working in different aged care environments, and an ability to respond to changing circumstances that may arise in the place of RAC Assessment.</li> <li>• Proficient use of Microsoft Office suite and ability to pick up new IT systems with average to proficient typing and data entry ability. Proficiency in using electronic health records and assessment tools.</li> <li>• Demonstrated organisational skills and ability to work autonomously and within a team environment.</li> <li>• Excellent communication skills with a variety of stakeholders, including clients, families, referrers and residential aged care service providers.</li> <li>• Ability to recognise and manage risks to the client and themselves in undertaking Assessments.</li> <li>• Ability to sensitively undertake and communicate clearly and effectively with a diverse client group including those with sensory, cognitive, dementia and mental health conditions.</li> <li>• Ability to engage and conduct culturally sensitive Assessments for people from diverse backgrounds, alternative service needs and vulnerable people such as the following groups first nations, homelessness, CALD, LGBTI+ and other complex and vulnerable cohorts in accordance with Aged Care Diversity Framework.</li> <li>• Ability to prioritise and meet deadlines, meeting individual and team KPI's in line with Commonwealth</li> </ul>			

contractual key performance indicators (KPIs).
<p><b>Work Experience</b></p> <p><i>The type and extent of previous work experience that is necessary to perform in the position</i></p> <ul style="list-style-type: none"> <li>• Minimum of five years demonstrated experience in Australia or overseas directly delivering services in aged care settings and/or to aged persons.</li> </ul> <p>Desirable work experience:</p> <ul style="list-style-type: none"> <li>• Previous experience as an RAC Funding assessor.</li> <li>• Previous experience in the aged care system and clinical assessment</li> <li>• Previous experience using AN-ACC or similar funding assessment tool</li> <li>• Previous team leadership experience desirable for Senior RAC Assessors</li> </ul>
<b>Qualifications, Registrations, Clearances &amp; Certifications</b>
<ul style="list-style-type: none"> <li>• NDIS Worker Screener Check</li> <li>• Tertiary qualification in Nursing, Physiotherapy, Occupational Therapy.</li> <li>• Current unrestricted registration with Australian Health Practitioners Regulatory Agency (APHRA) or other relevant professional association.</li> <li>• Up to date Vaccination record in line with Department of Health and Aged Care contractual requirements</li> <li>• Unrestricted driver's licence and comprehensively insured vehicle</li> </ul> <p>Upon commencement in the role of RAC Funding Assessor, the following training must be achieved:</p> <ul style="list-style-type: none"> <li>• The Department of Health and Aged Cares four-day training course and award of unrestricted accreditation or restricted accreditation status.</li> <li>• Mental Health First Aid</li> <li>• Privacy and confidentiality training</li> <li>• Use of My Aged Care Systems training</li> <li>• Department's online RAC Funding Assessor renewal course and exam when required by the Department.</li> </ul> <p>(Additional training may be required for RAC Funding Assessors returning from an extended absence or if undertaking irregular assessments to ensure clinical consistency).</p>
<p><b>Extent of Authority</b></p> <p>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.</p>
<p>Prepared &amp; Approved By: Kristy Harper, Establishment Manager</p> <p>Date Reviewed/Modified: 10/10/2024</p> <p>*All PDs should be sent to P&amp;C for approval and uploading to SharePoint</p>
<p>Related Documents: <b>PD Work Instructions, Behaviours Guide</b></p>
<p><b>Risk Assessed Role (NDIS Worker Screening Check) No not required</b></p> <p>Choose an item.</p> <p>Date the role was assessed: 13/08/2024 Assessed By: Lisa Karabin, People &amp; Culture Manager</p>