

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Home Care Assessor
<b>Position Number:</b>	504743
<b>Classification:</b>	General Stream Band 2
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Primary Health Services Home Help & Personal Care South Esk
<b>Position Type:</b>	Permanent/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Home Care Services Coordinator
<b>Effective Date:</b>	July 2018
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Current Driver's Licence

*\*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

In accordance with primary health care principles, Agency policies and legislative requirements undertake home care assessments and re-assessments for frail aged and people with disabilities and their carers.

## Duties:

1. Receive and respond to Home Care referrals, directing clients to other agencies when appropriate.
2. Undertake assessments and re-assessments of client needs and home environments.
3. Monitor and review services for clients, through discussion with field staff, attendance at case conferences and through ongoing client contact.
4. Document client files, maintain records including use of electronic database (My Aged Care) and prepare reports and correspondence as required.
5. Provide support to Home Care staff in consultation with the Home Care Services Coordinator.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Home Care Assessor reports directly to the Home Care Services Coordinator and is responsible for:

- Effective assessment and re-assessment of all referrals for home care services.
- Maintaining confidentiality of information gained in undertaking the role.
- Promoting a positive image of the service.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Experience in assessment of clients in welfare or health areas, or the demonstrated ability to acquire those skills.
2. Appropriate qualification in the field of Human Services and/or relevant work related experience.
3. Highly developed written and verbal communication skills, including the ability to deal skilfully and sensitively with frail aged, younger disabled and their carers and have an understanding of their needs.
4. Ability to work independently or as a member of a team, with the ability to make independent decisions, and prioritise and manage workloads.
5. Knowledge of policies, procedures and guidelines for dealing with Home and Community Care (HACC), Community Home Support Program (CHSP) and Home Care Services or the ability to quickly acquire knowledge.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).