

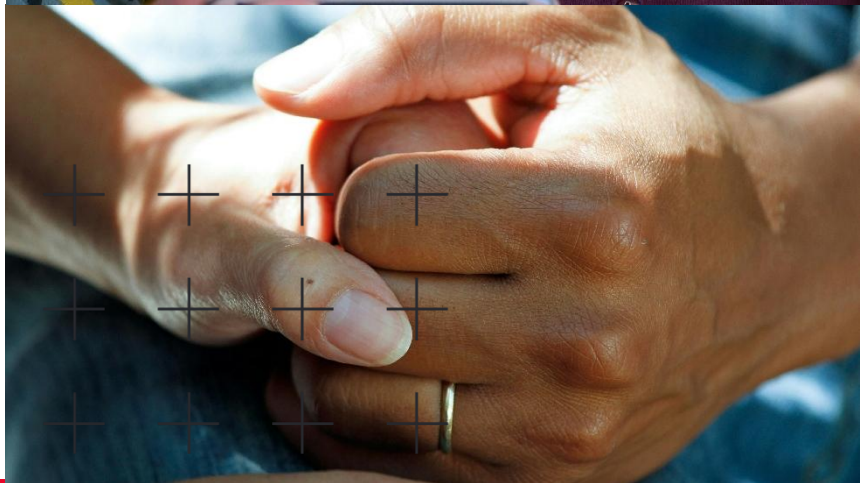


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Aged Care Assessor – Clinical

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

Assessment workforce in the North-Western Metropolitan region of Melbourne, supporting older members of

by RIMM as the Lead Provider.

1. **Triage Delegate** to screen and triage inbound referrals to determine eligibility for a clinical or non-clinical assessment
2. **Aged Care Assessments:** Conduct face-to-face and telehealth strengths-based assessments with older adults using the Integrated Assessment Tool (IAT) and suite of screening tools.
3. **Reviews:** Perform Support Plan Reviews updating care plans, including issuing new CHSP codes and/or referrals and triaging for new assessments.
4. **Assessment Delegate:** If appointed in a Delegate role, act on behalf of the Secretary of the Department of Health and Ageing to determine eligibility for Australian Government-subsidised Aged Care Services, and complete mandatory refresher training as required.

- **My Aged Care Assessor Portal** to triage referrals, record assessment details, and manage client information, including support plans and service referrals.
- **My Assessor App** to support working offline, with expectation that assessment information is completed with the client in real time

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion
- Participate in supervision with a clinical lead
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Complete the Integrated Assessment Tool (IAT) with consent and in collaboration with clients
- Use assessment expertise to conduct comprehensive assessments focusing on wellness and reablement.
- Document clients' wishes, preferences, and strengths within the IAT and Support Plan.
- Provide needs-based information, support and advocacy to clients and carers throughout the assessment process
- Generate electronic referrals through the My Aged Care Service Finder and external to State-funded programs.
- When undertaking the Intake Triage Delegate role, screen and triage incoming referrals for eligibility.
- Develop strategies to connect clients with appropriate community services and supports, enhancing their independence.
- Collaborate with clinical leads and Assessor Delegates for complex cases
- As Delegate, provide professional review and feedback on the assessments and recommendations of your peers
- Provide supervision to students and non-clinical peers/workforce as required
- Participate and keep updated with mandatory Commonwealth and other specific training
- Use the My Aged Care App to work offline in the community
- Contribute to quality assurance by participating in Self-Assessment audits
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment
- 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.

- Consumers and carers
- CHSP and aged care providers

Formal Qualifications:

- ### Essential:

- Desirable:**

- ## KEY PERFORMANCE INDICATORS

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____