



POSITION DESCRIPTION

Position Title:	Assessor
Level :	Level 5 – Commencing from Level 5.1 Cert IV or equivalent in related field
FTE:	1.0
Special Allowances:	Company Car/Mobile Phone An FBT contribution to the vehicle will be required.
Business Unit:	North Metro Regional Assessment Service (RAS)
Reports to:	Service Coordinator, RAS
Reviewed:	March 2017

Independent Living Centre (ILC) Goals and Vision

Our Vision	A community where all people can participate and are included
Our Mission	To guide people's choices to access assistive technology and services for independence and wellbeing
What We Do	<p>We respect people of all ages and abilities including older people, people with disability, their family, carers, service providers and the community.</p> <p>We support people's independence and wellbeing through information, advice, assessment, referral, funding, hire and respite services.</p> <p>We work with people by listening, guiding and linking them to products and services.</p> <p>We collaborate with organisations to offer the best possible service to our consumers.</p> <p>We strive to continually improve the quality of our services by undertaking research and evaluation.</p> <p>We expand knowledge and skills within the sectors we work by providing specialist training, events and consultancy.</p>

ILC's Overall Objective

The Independent Living Centre WA (ILC) provides information and advice, assessment, training, funding and hire services that enable Western Australians of all ages and abilities to live more independent and fulfilling lives.

Service areas include assistive technology and equipment, home modifications, Noah's Ark WA, occupational therapy driver assessment, carer respite and support, multicultural aged care, Home and Community Care regional assessment and grants and equipment funding.

Competencies

Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, stakeholders, service providers and health professionals.

Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information & communication technology.

Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

Position Overview

The Regional Assessment Service aims to support people to remain active and as independent as possible, through undertaking wellness assessments, care coordination and reviews for Home and Community Care support services via home visiting and phone reviews across the north metropolitan region.

Assessor's work practices 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 and guidance to support individuals to gain skills and confidence to live as independently as possible.

Key Accountabilities/Duties

1. Undertake HACC 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.
2. Undertake screening of HACC eligibility, level of care and workplace health and safety with consumers and carers.
3. Maintain accurate and timely client records, including wellness assessment reports on relevant database systems.
4. Apply knowledge and understanding of the wellness, enablement and person centred model of support to facilitate consumer choice and control in developing support plans.
5. Research, explore and develop innovative support care options in partnership with consumers.
6. Deliver care coordination, support, referral and assistance with linking to appropriate support services (HACC & Non-HACC services) for consumers with complex care needs.
7. Deliver against HACC contractual key performance indicators (KPIs).
8. Maintain and apply knowledge of aged care, disability, mental health and community health care services.
9. Promote the philosophy and objectives of the organisation.
10. Implement and adhere to all policy and procedural requirements of the organisation.
11. Undertake other duties as assigned.

