

Position	Intake Clinician
Classification	Dependent on qualifications
Award	Dependent on qualifications
Reports to	Intake Coordinator / Allied Health Team Leader
Direct reports	Nil
Key relationships	Team members, consumers, community members, General Practitioners, Allied Health professionals, Executive team members
Hours of Work	Part Time, 0.8 EFT

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position summary:

The Intake Clinician role works within RNH'S Intake team to provide intake support to consumers wanting to access Community Services.

Key responsibilities

- Complete Intake services of clients entering services including creation of episode of care, collection of required documentation and information and creating appointments.
 - Complete data collection as required by funding bodies.
 - Complete general administration duties of intake including document scanning and uploading.
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Key position accountabilities

Accreditation and governance

- Maintain practice within framework established by legislation, national and state policy.
 - Understand, comply with and adhere to Rural Northwest Health guidelines, principles, policies and procedures.
 - Understand, comply with and adhere to Rural Northwest Health's health and safety policies and work practices.
 - Ensure compliance with the Aged Care Quality Standards.
 - Participate and provide support in accreditation and national standards activities as directed.
 - Contribute to the success of Rural Northwest Health as a leading health provider.
 - Communicate with all team members every working day to achieve the vision and mission and strategic goals of the organisation.
 - Support a culture of performance improvement and evaluation.
 - Effective prioritisation of projects and meeting of timelines.
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Leadership, Communication and Stewardship

- Influences other team members to bring their best by providing encouragement and being thankful.
 - Speaks with others respectfully and in a way they can understand.
 - Recognises when a person has communication needs beyond own skills and finds help.
 - Acts in a way that values diversity.
 - Takes care when using physical resources and environment.
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Quality and improvement

- Takes pride in a personal presentation.
 - Works consistently in line with policies, practice standards and work plans.
 - Maintains quality of own work.
 - Asks for help and guidance when tasks are outside experience and competence.
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- Supports others to achieve team goals.
 - Makes changes in own work practice and offers suggestions to improve services and care.
 - Understands and acts according to role to achieve the Aged Care Standards and/or National Standards as appropriate.
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Personal and professional development

- Keeps up-to-date with mandatory education requirements for the role.
 - Maintains practice within framework established by legislation, national and state policy.
 - Recognises areas of strength and areas for development.
 - Takes part in personal development plans with manager and/or educator.
 - Shares knowledge willingly.
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Health and Safety

- Acts in a way that maintains physical and psychological health and safety for self and others.
 - Adheres to safe work practices relevant to the role.
 - Promptly reports issues that might put self or others at risk, incidents & near misses and responds appropriately to risks and reports from others appropriate to role.
 - Is kind to self and others.
 - Contributes to a positive team environment by speaking in a courteous and respectful manner at all times.
 - Knows what to do in an emergency relevant to role.
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Information management

- Communicates accurate and relevant information to appropriate people and in line with the organisational policy.
 - Is able to access, send and receive email, locate key policies, protocols and resources via the intranet.
 - Uses social media responsibly and respectfully at all times.
 - Complies with legislative requirements related to documentation and information pertaining to consumers, team members and the operations for all Rural Northwest facilities.
 - Utilise information technology as appropriate in the performance of the role.
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Key Selection Criteria

Qualifications and relative experience

- Qualifications as an Allied Health Assistant, Nurse or Allied Health Professional.
 - Experience in the implementation of person-directed care within a community setting.
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Essential

- Good written and verbal communication skills, including computer skills, and excellent time management.
- Strong interpersonal skills and demonstrated collaboration with an inter-disciplinary team.
- Strong organisation skills that reflect the ability to perform and prioritise multiple tasks seamlessly and with excellent attention to detail.
- Commitment to and willingness to participate in continued training and education related to the position.

Advantageous/Highly Desirable

- Knowledge of Primary Care Principles and chronic disease management principles.
- Knowledge and ability to manage Unit.
- Demonstrated knowledge of accreditation programs and related legislation

Certificates, licences and registrations

- Evidence of formal qualification
- Current satisfactory employee police check, dated within 12 months of commencement date
- Current employee Working with Children Check
- Current driver's licence

Other requirements

The role must be fully vaccinated for COVID-19 and provide current evidence of immunisation history and/or serology results.

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ **Date** ____/____/____