

## Position Vacant

### Aged Care Assessor

Blue Sky Community Services is seeking to employ professional and values-aligned people to join our supportive and friendly team and to assist us in delivering My Aged Care Aged Care Assessment Services in the Mid North Coast, New England and North Coast regions of NSW. We are currently seeking Assessors in the Tweed Heads or Ballina or surrounding area (part-time, 26 or 30 hours per week). These roles are new, and staff will be working remotely.

### Closing Date

Applications must be received **before midday** on **Monday, 10<sup>th</sup> February 2025**.

### Who are we looking for?

Successful applicants for this position will be people who:

- are friendly, kind and positive people, with a can-do attitude
- not only want to meet expectations but want to exceed them
- are highly organised, efficient and effective
- are passionate about efficient, accurate administration and procedural compliance and delivering exceptional customer service.

### About Blue Sky Community Services

Blue Sky Community Services is a not-for-profit values-based community organisation. Our vision is to support people to thrive and to create communities where everyone belongs. Since 1975 we have been working in partnership with people and communities to achieve positive outcomes. We deliver a range of services that assist the people and communities we work with to thrive.

Our work environment is supportive and flexible, and our culture is positive and values-based. We have organisational values that are lived workplace practices. At Blue Sky Community Services, we value optimism and innovation, integrity and respect, inclusion and diversity, connection and kindness.

We offer salary packaging and invest in our staff's continuous learning and professional development journey.

We believe that the make-up of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to apply to work with us.

You can find out more about us, and our work, on our website at [www.bluesky.org.au](http://www.bluesky.org.au) and by visiting our Facebook page.

## About the Aged Care Assessment Service

Blue Sky Community Services is delivering the Aged Care Single Assessment Service in partnership with My Aged Care and Community Options Australia.

Aged Care Assessors:

- provide person-centred, comprehensive, timely and high-quality assessments that empower participants to access Commonwealth-funded aged care services to achieve outcomes across a broad range of key areas
- engage in wellness and reablement-focused supports to ensure that participants can live as independently as possible in their homes
- provide short-term linking services to people who may need additional supports to source and engage supports related to their care needs
- build the capacity of the community to understand the Aged Care system and associated services.

## Positional Criteria

Aged Care Assessors require:

- tertiary qualifications in a health-related discipline directly related to health, aged care or a related specialist area, e.g. registered nurse, medical officer, occupational therapist, social worker
- a willingness to travel to conduct face-to-face assessments, and a fully insured and registered vehicle available for business purposes, including Roadside Assistance
- current unrestricted registration with Australian Health Practitioners Regulation Agency (AHPRA) or membership of (or eligibility for) a relevant professional association
- evidence of current vaccination against COVID19 and influenza
- the ability to strongly and consistently align behaviours, attitudes and conduct with the organisation's values, culture and code of conduct
- a very good working knowledge of the Aged Care system and its services, the Aged Care Assessment process and associated assessment tools
- a passion for the provision of exceptional customer service
- the ability to quickly learn, master, and proficiently use, information and communication technology tools and systems, including the Microsoft suite of products, client management systems and databases
- the capability, and willingness, to promote the Aged Care Assessment process, its goals, activities, processes and functions correctly and confidently.

## How to Apply

To apply for this position, applicants must:

- complete the application form (downloadable from our website); applications that are received without a completed application form will not be considered

- email the completed application form and a current resume to:  
[recruitment@bluesky.org.au](mailto:recruitment@bluesky.org.au).

In responding to the criteria, applicants need to demonstrate how they fulfil the criteria of the position. Please note that applications that are received after the closing date and time will not be considered.

We want you to bring your best self to this application process. At Blue Sky we are committed to supporting adjustments throughout the recruitment and selection process to ensure candidates can participate in the application, interview and assessment phases of the recruitment process. If you feel you may require an adjustment during the recruitment process, please contact our Inclusive Communities Manager at [sarahmongan@bluesky.org.au](mailto:sarahmongan@bluesky.org.au) or (02) 66 511788 to discuss.

## Our Recruitment Process

### Stage One: Application Assessment Stage

- All applications are assessed against the criteria.
- Applications that are not complete, or that do not satisfactorily address the criteria will not be considered for interview.
- Shortlisted applicants will be asked to proceed to the interview stage of the recruitment process.
- Applicants who are not selected to progress to the interview stage will be advised by email.

### Stage Two: Interview Stage

- Applicants who are selected to progress to the interview stage will be contacted to arrange an interview date, time and location.
- At the interview, applicants will be asked questions to determine whether they are able to perform to a high standard within the role and to determine whether they are a good fit for the position, the organisation and our values.

### Stage Three: Further Information Gathering Stage

- Following the interview applicants may be asked to complete online psychometric testing, to further determine suitability for the position.
- Following the interview, the organisation may contact the applicant's referees to further determine suitability for the position.
- Applicants may also be requested to attend a second interview.

### Stage Four: Employment Stage

- Successful applicants will be contacted by the organisation to discuss employment possibilities.
- Unsuccessful applicants will be advised via email.
- Unfortunately, due to the volume of people who apply for our positions and want to work with us, we are unable to provide individual feedback to applicants.