

Position Description

CDAMS Clinician

Classification:	Allied Health G2, Medical Scientists G2, Nurse G4
Business unit/department:	Health Independence Program
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025 Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Fixed-Term Part-Time
Hours per week:	Flexible- minimum 2 days/week
Reports to:	Program Manager HIP Specialist Services
Direct reports:	Nil
Financial management:	Budget: 0
Date:	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The is a keyworker clinician role within the HIP Cognitive, Dementia and Memory Service (CDAMS) for the purpose of providing comprehensive psychosocial assessment, education and support to clients who have cognitive and memory impairment including completing the corroborative history with family and carers. The position will contribute to the overall HIP objective, to support HIP eligible people to remain living at home and to prevent unnecessary representation to the Emergency Department or admission to hospital.

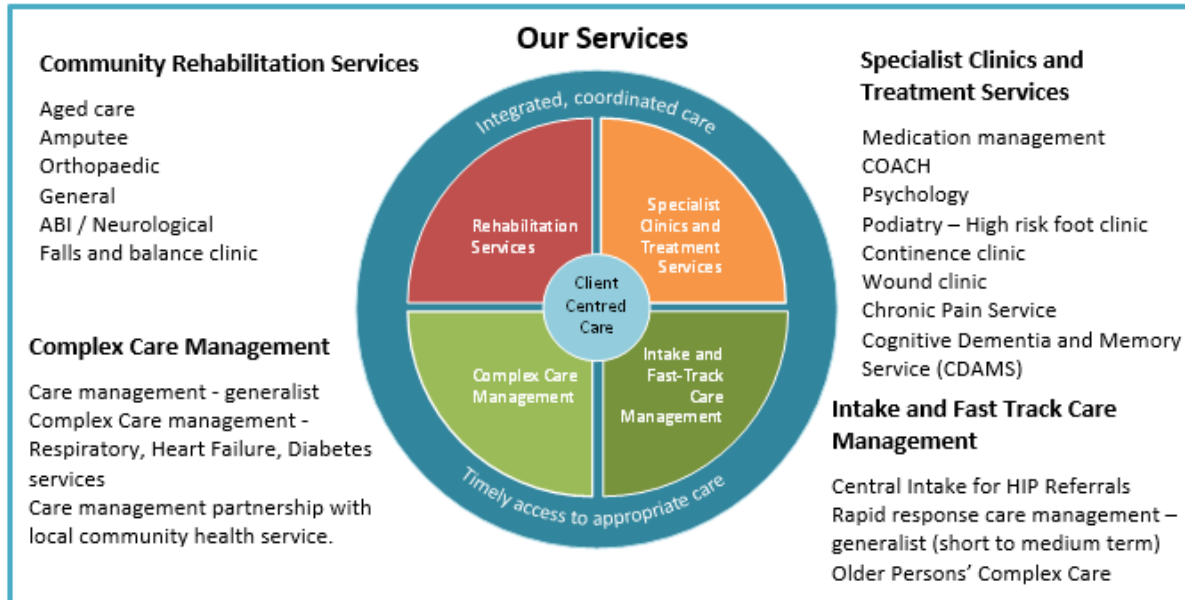
About the Directorate/Division/Department

Health Independence Program (HIP):

Austin's HIP is funded by the Victorian Department of Health and Human Services and is part of the Continuing Care Division. HIP provides inter-disciplinary services that support people with health problems and other complex conditions to optimise their function and self-management skills so that

they can live independently and well in their homes and community.

The HIP encompasses many of the services that deliver health care to support the transition from hospital to home. These services can also prevent the need for a hospital presentation or stay, with people able to access these services directly from the community. At Austin, HIP encompasses the following services, which aim to provide integrated and coordinated care that responds to the client's needs and goals.



The Cognitive, Dementia and Memory Service is a multidisciplinary clinic that provides specialist dementia assessment and early diagnosis for clients presenting with cognitive and memory impairment. The service operates Monday to Friday with the multi-disciplinary clinics taking place on Monday and Wednesday afternoons. The HIP CDAMS service has a strong commitment to professional development and education of staff.

Position responsibilities

Clinical Responsibilities

- Undertake initial needs assessment, and simple care management recognising the need to refer for complex care management where appropriate
- Comprehensive psychosocial assessment and service intervention with clients and families including family/carer assessments in the CDAMS clinic.
- Review/triage referrals to CDAMS Clinic and allocate appointments as appropriate
- Facilitate smooth transition for clients, their families and carers through the CDAMS Clinic assessment, diagnostic and follow up process.
- Participate in initial assessments, undertaking client/carer/support person interviews and assist with the collection of diagnostic information.
- Participate in feedback appointments when client and family are informed about the results of the CDAMS Clinic assessments and diagnosis. Provide short term follow up of these clients.
- Undertake CDAMS Clinic cognitive testing with clients as required (e.g., Addenbrooke's, Adascog, MMSE)
- Co-ordinate and facilitate information, education and planning meetings for clients and their families.



Our actions show we care



We bring our best



Together we achieve



We shape the future

- Work as an effective member of the Health Independence Programs (HIP) team, assisting clients and their carers to navigate the health service system and contribute to the provision of high quality, accessible, flexible and client-centred service provision.

Administrative

- Commence and maintain required clinical records in the relevant databases including Scanned Medical Record (SMR) & Austin Community Vue (ACV).
- Actively and positively participate in interdisciplinary team meetings, case conferences and information and planning meetings.
- Actively ensure all administrative documentation is completed in a manner consistent with organisational policies and procedures, legislative and regulatory requirements.
- Achieve KPI's as mandated by team leaders.
- Carry out other duties as delegated by the Manager Health Independence Programs and Team Leader (as designated).

Teaching, Training and Development

- Attend professional supervision and comply with supervision guidelines
- Contribute to the development and promotion of HIP services, internally and externally.
- Maintain professional expertise through professional development initiatives and opportunities.
- Act as clinical resource for colleagues and other staff.
- Actively participate in and contribute to quality improvement initiatives.
- Participate in the Quality Improvement Program involving engagement of consumers.

If the incumbent is a Registered Nurse, the following additional details will apply: In accordance with the Nursing and Midwifery Board of Australia approved Standards for Practice for the Registered Nurse 2016, position accountabilities for the Registered Nurse described below. Comprehensive detail of the Standards is available at <https://www.nursingmidwiferyboard.gov.au/>

Selection criteria

Essential skills and experience:

- Allied Health Professional with relevant registration to your professional body; or Registered Nurse Division 1 with current registration with the Nursing and Midwifery Board of Australia; or Medical Scientists, Pharmacists and Psychologists with relevant registration to your professional body.
- Demonstrated clinical experience working with clients who have cognitive and memory impairment.
- A commitment to Austin Health values.
- Demonstrated comprehensive psychosocial assessment skills.
- Demonstrated comprehensive knowledge of health, disability and adjustment issues for a diverse group of clients, their families and significant others.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Broad range of intervention skills including counselling, crisis intervention, grief work, health education and accessing community resources appropriate to working with clients who have cognitive and memory impairment and in a rehabilitation setting.
- Demonstrated ability to work autonomously, flexibly and effectively as part of a client focused interdisciplinary team.
- Demonstrated high-level communication skills and a commitment to patient centred care.
- Demonstrated organisational ability in time and caseload management.
- Demonstrated ability to establish realistic goals and identify priorities.
- Demonstrated ability to problem solve in a variety of complex situations.

Desirable but not essential:

- Case management skills e.g., experience coordinating a client's care plan including problem solving, client advocacy and liaison.
- · Experience working in a community setting.
- · Demonstrate a working knowledge of the Victorian public health care system.
- · Evidence of a current Victorian Driver's Licence and willingness to drive for work related activities

Professional qualifications and registration requirements

- Minimum qualification of bachelor's degree in allied health, Nursing, Pharmacy or Psychology
- Current registration with AHPRA if applicable

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future