**Job Description Form**

**Senior Eligibility Project Officer**

**Position Details**

**Position Number:**  Generic

**Classification:**  Specified Callings Level 3

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Disability Services / Local Operations / Eligibility Services

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:**

**JDF Review Date:** 08 November 2018

**Reporting Relationships**

**This position reports to:**

99005885, Eligibility Services Manager, Specified Callings Level 4

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible to make determination on eligibility for services on the basis of Autism Spectrum Disorder (ASD) and Intellectual Disability (ID). The position provides consultation and oversight of clinical matters for ASD and ID diagnostic assessment. Liaises where appropriate with other professional staff regarding eligibility determination on complex cases.

**Duties and Responsibilities**

**1.1 Eligibility**

* 1. Examines information provided by the Eligibility Coordination staff to make a decision on eligibility for service provision on the basis of autism spectrum disorder and intellectual disability.
  2. Consults with relevant staff when advice is required on information received in an application for eligibility for disability services.
  3. Liaises with Eligibility Coordination staff in ensuring all information is received, and that non-clinical eligibility criteria are addressed, including informed consent and permanent residency.
  4. Requests eligibility assessments by the Eligibility Assessment Team for referrals where inadequate information is available to make decisions for service provision.
  5. Makes recommendations or advises on alternative services or agencies for those applicants who do not meet the Department’s/Disability Services criteria.
  6. Provides information and advice to the Manager regarding issues and trends in referrals and eligibility determination, in conjunction with the Senior Eligibility Coordinator.
  7. Develops professional skills and knowledge pertinent to the diagnostic assessment of autism spectrum disorder and intellectual disability.
  8. Provides consultative advice to others regarding eligibility criteria and eligibility determination processes.
  9. Liaises with relevant Allied Health professional supervisors within Disability Services on matters pertaining to the professional standards for diagnostic assessments and reports.
  10. Documents rationale for eligibility decisions.
  11. Works in accordance with the laws and ethical guidelines governing the practice of psychology.
  12. Performs other duties or undertakes projects as directed by the Manager.

**Essential Work-Related Requirements (Selection Criteria)**

1. A Bachelor of Psychology or equivalent qualification approved by the Psychology Board of Australia AND eligible for 'General Registration' on the register of Psychologists with the Australian Health Practitioner Regulation Agency (AHPRA).

(Refer to the ‘Special Appointment Requirements’ section below)

1. Experience, knowledge and skills in psychological assessments and the interpretation of diagnostic assessments, including neuropsychological assessment, differential diagnosis and the impact of broader issues on the diagnosis of intellectual disability.
2. Experience with Autism Spectrum Disorders, particularly diagnostic assessments.
3. High level of effectiveness in interpersonal and written communication skills.
4. Knowledge of contemporary issues in providing services to people with disabilities and their families.
5. Ability to provide specialist consultative advice.
6. Ability to work in partnership with individuals and their families to achieve agreed outcomes

**Desirable Work-Related Requirements (Selection Criteria)**

1. Ability to develop and undertake research of a clinical, applied and evaluative nature as required.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. The occupant of this position must have the ability to travel to and work in various Department Offices in the Perth Metropolitan Area in response to organisational requirements.
3. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.
4. A Working with Children (WWC) Check may be required.