

Westhaven Ltd

Our Vision – Live how you choose
Our Core Values – C.H.O.I.C.E

Position Title	Health Safeguarding Officer	Reports to:	Quality Business Partner - Governance
Number of Direct Reports	Nil	Position Location:	Dubbo

Purpose of the Position
The purpose of the Health Safeguarding Assistant is to implement and monitor health safety protocols, conduct regular compliance on health assessments, and collaborate with healthcare professionals to ensure optimal health outcomes in delivering quality and safe services for participants, children, and young people.

Key Responsibilities	
<i>Review and Analysis</i>	<ul style="list-style-type: none"> • Thoroughly review medical consult notes and ensure they are accurately filed • Identify any discrepancies, inconsistencies, or missing information. • Analyse the consult notes to determine appropriate follow-up actions.
<i>Follow-Up Coordination</i>	<ul style="list-style-type: none"> • Coordinate necessary follow-up actions with relevant parties. • Ensure timely completion of follow-up tasks and escalate any risks or concerns.

	<ul style="list-style-type: none"> • Track and document the status of follow-up activities.
<i>Quality Assurance</i>	<ul style="list-style-type: none"> • Monitor and report on the quality of follow-up processes. • Promote an environment of innovation and consultation to ensure continuous quality improvement opportunities • Participate in the development and maintenance of external stakeholder engagement to promote and generate opportunities for quality and safeguarding • Undertake and complete competency skills assessment in alignment with qualifications • Provide learning and development opportunities to support staff understand health-related needs and best practices.
<i>Data Management</i>	<ul style="list-style-type: none"> • Maintain accurate and up-to-date records of medical consult notes and follow-up activities. • Oversee and report on medication management systems • Report on role-based KPI's
<i>Regulatory Compliance</i>	<ul style="list-style-type: none"> • Stay informed about relevant regulatory bodies' regulations and guidelines. • Adhere to organisational policies and procedures.

Knowledge, Skills, Experience and Compliance

Knowledge:

- Sound understanding of person-centred thinking, the principles of the NDIS and the National Disability Service Standards
- Proficiency in medical terminology and healthcare processes

Skills:

- Minimum Certification IV in Disability or Health related field or equivalent
- Strong communication skills with the ability to build and maintain positive relationships
- Meets the skills descriptors to perform competency assessments in high intensity daily personal activities.
- Excellent organisational skills, problem-solving ability, adaptability, and the ability to work in a busy high-volume environment
- Attention to detail
- Ability to take initiative and work autonomously

Experience:

- Demonstrated experience in managing competing priorities and delivering outcomes within agreed timeframes and quality standards

Compliance:

- Current valid NSW Driver's licence
- Obtain and maintain a current paid Working with Children Check (WWCC)
- Obtain and maintain a valid National Disability Insurance Scheme Workers Check (NDISWC)

[NDIS Workforce Capability Framework](#)


- The NDIS Workforce Capability Framework describes the attitudes, skills and knowledge expected of all workers funded under the NDIS. It

gives clear, practical examples and establishes a shared language of ‘what good looks like’ for participants when they receive NDIS services and support.

- The Framework translates the NDIS Commission’s principles, Practice Standards and Code of Conduct into clear and observable behaviours that service providers and workers should demonstrate when delivering services to people with disability.
- All Westhaven employees are encouraged to review the [NDIS Workforce Capability Framework](#) for a full list of capabilities and the descriptors relevant to their role.

NDIS Workforce Capability Framework

Supervision and Frontline Management

Capability Group	Capability Name and Description
	<p>Model and reinforce values in organisational culture and practice</p> <ul style="list-style-type: none"> • Support and model a culture that promotes the principles of the NDIS, such as upholding rights, celebrating diversity and respecting the voice of those with lived experience. <p>Promote quality through consistent good practice</p>

<p>Manage, supervise and coach others</p>	<ul style="list-style-type: none"> ● Set clear expectations of what best practice looks like, provide access to support and coaching, and develop worker awareness and capabilities to deliver quality support and services. <p>Support health and manage risk</p> <ul style="list-style-type: none"> ● Implement policies, procedures and systems for effective health and risk management so that workers know their roles and responsibilities, look out for their own safety, and balance dignity of risk with duty of care when supporting participants. <p>Foster and develop a capable workforce</p> <ul style="list-style-type: none"> ● Support workers to understand capability expectations at different levels, provide constructive feedback, and create informal and formal opportunities for them to develop their capabilities and build a career.
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