

POSITION DESCRIPTION

Position Title:	Senior Clinician – Aged Care Assessment
Business Unit/Department:	Aged Care Assessment (ACA)
Division:	Western Health at Home
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement; Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
Classification:	<i>Allied Health Professional:</i> Occupational Therapist: Grade 3 – Year 1 to Year 4 (VG3 to VG6); Physiotherapist: Grade 3 – Year 1 to Year 4 (VB7 to VC1); Social Worker: Grade 3 – Year 1 to Year 4 (SC31 to SC34); Speech Pathologist: Grade 3 – Year 1 to Year 4 (VW6 to VW9); <i>Nursing:</i> Registered Nurse (RN): Grade 4B – Year 1 (YX11)
Reports To:	<i>Operational:</i> Aged Care Assessment Service Manager <i>Professional:</i> Discipline-specific Grade 4 (Allied Health); or Grade 5 Clinical Nurse Consultant (Nursing)
Direct Reports:	ACA Assessors: RN Grade 4A (Nursing)/ Allied Health Professional Grade 2 (Allied Health)
Date Prepared/Updated:	20 July 2026

Position Purpose

The Western Aged Care Assessment (ACA) sits within the Division of Western Health at Home in the Operations Directorate at Western Health. ACA operates under the Aged Care Act (2024) and Aged Care Assessment Manual (2025) governed by the Commonwealth Department of Health, Disability and Ageing and overseen operationally by the Vic 1 Lead Agency Royal Melbourne Hospital and Department of Health, Victoria.

Highly skilled and experienced Senior Clinicians are an integral part of the Western ACA leadership team. The leadership team consists of the Service Manager, Senior Clinicians, and an Administration Coordinator who co-ordinates a small team of Administration Assistants.

ACA provides assessment of elderly and some younger persons with age-related care needs in both community and inpatient settings across the Western metropolitan region of Melbourne. The ACA Senior Clinician is integral to providing high quality care to ACA clients by use of their advanced clinical and assessment skills and specialised knowledge of Aged Care Legislation (Aged Care Act 2024), Aged Care Assessment Manual (2026) and the Aged Care Quality Standards. The ACA Senior Clinician must have had experience working as a clinical Aged Care Assessor and preferably with Delegation experience.

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The ACA Senior Clinician provides professional leadership and expert advice to staff within ACA, Western Health at Home, Western Health more broadly and to stakeholders from other Health and Community Services in the Western Metro region. The ACA Senior Clinician is responsible for providing supervision to Aged Care Assessors of varying disciplines, leading quality improvement activities and undertaking other tasks and responsibilities within the scope of practice, as required. The position requires a highly motivated and committed professional who displays integrity and communicates effectively.

Business Unit Overview

The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care.

Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease.

The division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab@Home, GEM@Home, Community Based Transition Care Program, Specialised Rehabilitation Program (SRP) and Dialysis@Home, which deliver healthcare that would otherwise be provided within an inpatient setting.

Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West. The Division of Western Health at Home delivers care within the Operations Directorate with a workforce of almost 900 EFT, an expenditure budget of \$136 million, and spans across all Western Health campuses.

Western Health ACA is an assessment component of the My Aged Care workforce:
www.myagedcare.gov.au

Key Responsibilities

Provide Leadership to the Western Aged Care Assessment:

- Demonstrate advanced clinical reasoning and Aged Care Assessment skills using a client-centered approach.
- Demonstrate leadership and the ability to implement change within a team environment.
- Provide appropriate advice, feedback and support to all members of ACA team including peers and Administration staff.
- Assist team members with complex clients and accompany assessors on joint home visits.
- Demonstrate a sound understanding of VCAT/OPA.
- Demonstrate a solid understanding of My Aged Care (MAC).
- Liaise with MAC and support ACA/Western Health staff to problem solve MAC issues.
- Collect Western Health/ACA/MAC data as required.
- Demonstrate independent clinical reasoning and appropriate application of Aged Care Assessment tools (IAT, validated tools) and processes.
- Provide regular supervision to Aged Care Assessors and participate in operational supervision with ACA Manager.
- Co-ordinate Case Conference, Reflective Practice and support assessors in making appropriate Aged Care Service recommendations for clients commensurate with their needs and eligibility.

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- Provide performance appraisals for staff annually.
- Lead team-based meetings and effectively contribute to other meetings as relevant (e.g. within or outside division, ad hoc cross-sector meetings).
- Undertake Aged Care Assessment, clinical and non-clinical, both within the community and of Western Health inpatients (except Bacchus Marsh Hospital) and private hospital campuses within our catchment, as required.
- Monitor, manage and completed Support Plan Reviews, as required
- Triage inpatient and prison assessments and attend as required.
- Coordinate and support assessors across their daily duties (inpatients, triage & delegation).
- Assist Service Manager with recruitment activity (interview panel, reference checks).
- Develop monthly duties roster and co-ordinate, monitor and record weekly assessment allocations, utilising local tools eg. Assessment tracker and Inpatient spreadsheet.
- Provide 1:1 clinical support to assessors and advice to Intake staff and Administration staff as required.
- Ensure Western Health clinical competencies are up to date and support staff to maintain their own clinical competencies via clinical supervision.
- Provide performance management of staff in partnership with Service Manager, as required.
- Maintain portfolio duties as co-ordinated within senior leadership team.
- Assist to create and maintain local operational procedures in line with MAC guidelines.
- Assist Service Manager to undertake, implement and evaluate quality projects.
- Coordinate and support Aged Care Assessment education for Allied Health and Medical students as required.

Professional Development, Leadership and Practice:

- Demonstrate autonomous behaviour, independence of thought, awareness of own effectiveness and internalised responsibility.
- Actively participate in internal and external continuing education whilst being responsible for own professional development.
- Maintain professional training competencies as required by MAC, including MAC learning courses and maintenance of 'Delegation' competency.
- Demonstrate an understanding and sensitivity to ethical issues, diversity and trauma-informed care.
- Demonstrate an interest in peak bodies associated with area of responsibility.
- Maintain acceptable professional behaviours in all areas of practice, including punctuality, appropriate dress and self-management.
- Demonstrate highly developed organisational skills, including efficient time management and prioritisation of tasks within a context of continual high workload demand.
- Will receive supervision and annual performance appraisals from Service Manager and relevant discipline-specific manager (latter as required).
- Demonstrate effective use of resources.
- Demonstrate leadership, including the ability to assume extra responsibilities as required by the Health Service.
- Demonstrate clear and effective verbal, non-verbal, written and electronic communication.
- Demonstrate effective conflict resolution and negotiation skills.
- Ability to engage in a consultative process with clients and their advocates when issues are identified.
- In accordance with Western Health's values and goals, create an environment that encourages interdisciplinary collaboration to optimise health care outcomes.

Quality:

- Comply with the Aged Care ACT (2024) and Aged Care Assessment Manual (2026).
- Identify, initiate and prioritise quality improvement activities and accreditation processes.
- Promote commitment to research and evidence based practice whilst applying these principles.
- Promote clinical practices in aged care which result in the most efficient use of hospital resources.
- Ensure data collection is timely and accurate.
- Provide input into Quality and Innovation.

Safety:

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- Contribute to safety awareness and promotion by contributing ideas and suggestions.
- Contribute to a safe work environment for all staff.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

You are required to comply with all Western Health Policies and Procedures as they relate to your Position and area of practice.

Key Working Relationships

Internal:

- ACA Service Manager
- Operations Manager – Western Health at Home
- Divisional Director - Western Health at Home
- Director of Nursing
- Director of Allied Health
- Various Project Leaders
- WH Medical and Nursing Staff
- WH Nurse Unit Managers
- WH Patient Flow Coordinator
- WH Bed Managers
- WH Allied Health
- WH Medical Staff
- WH Aged Care Services (GEM, TCP, PAC, SRP, Specialist Clinics)
- SNAP/TCP Managers
- ASPIRE Unit (Allied Health & Community Services Planning, Innovation, Research and Education Unit)

External:

- Clients and Families
- My Aged Care
- Regional Assessment Service Providers
- Community Based Service Providers
- Corrections Victoria
- Department of Health and Human Services
- Commonwealth Department of Health
- Residential Aged Care Facilities
- Primary Care Partnerships - Health West
- Acute and Private Hospitals - Werribee Mercy Hospital, St Vincent's Private Hospital - Werribee, and Footscray Private Hospital

Selection Criteria

Essential:

- Qualifications: Registered Nurse Division 1, Occupational Therapist, Physiotherapist, or Social Worker.
- Current Registration with AHPRA (n/a Social Worker)
- Social worker must be eligible for membership of AASW
- Minimum 7 years clinical experience including at least 2 years as an ACA clinical assessor.
- Demonstrated skill in all ACA clinical roles.
- Completion of 'Delegation' Training in ACA role (if not already a practising 'Delegate')
- Demonstrated knowledge and experience in My Aged Care
- Evidence of ongoing commitment to professional development
- Demonstrated capacity to function independently.
- Effective communicator and demonstrated skill in resolving and managing conflict.
- Seeks feedback and is effective in responding to and in the delivery of feedback.

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- Demonstrated ability and commitment to work as an effective member of a team.
- Demonstrated understanding of Victorian Health Care Systems.
- Previous experience in the delivery or coordination of education programs.
- Current Victorian Driver's Licence.

Desirable:

- Experience working as a Delegate of the Secretary for the Department of Health
- Willingness to work across silos of care to deliver best care.
- Senior clinical leadership experience.
- Experience in supervision and performance management of staff.
- Relevant post graduate qualifications or progression towards in the area of Aged Care or Community Health.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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