

Position Description

Position Title	Aged Care Assessment Services (ACAS) Clinician
Position Number	30025676
Division	Aged Care, Public Health, Aboriginal and Diversity Services
Department	Aged Care Assessment Team
Enterprise Agreement	Nurses And Midwives (Victorian Pub Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028 or Allied Health Professionals (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2021- 2026
Classification Description	Clinical Nurse Consultant (A-B) (ZF4-ZJ4) or Allied Health Grade 2 (dependent on qualifications and experience)
Classification Code	Dependent on qualification
Reports to	Aged Care Assessment Service Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This position provides comprehensive client assessments for older people across the Aged Care Planning Regional, VIC 3 which encompasses Barwon South West, Grampians and Loddon Mallee. The position will

require travel for face-to-face assessment as well as other modes such as telehealth or phone. The location of your work can and will change from day to day and you will be required to travel to the location of assessments.

This is a clinical role that works alongside Non Clinical Aged Care Needs Assessors and as a component of My Aged Care Single Assessment workforce provides clinical support to Non Clinical Aged Care Needs Assessors.

Responsibilities and Accountabilities

Clinical Aged Care Needs Assessors will determine eligibility for Commonwealth subsidised services including Home Care Package (HCP), Short Term Restorative Care, Residential Respite, Residential Care, Transition Care Program (TCP), and services through the Commonwealth Home Support Programme (CHSP). Non Clinical Aged Care Needs Assessors will determine eligibility for CHSP. From the 1st July 2025, assessors will determine eligibility for the Support at Home Program. The aim is to help older people live as independently as possible with a focus on reablement.

The target group is people aged 65 years and over (50 years and over for Aboriginal and Torres Strait Islander people). The program also includes support services for prematurely aged people on a low income, 50 years or over (45 years or over for Aboriginal and Torres Strait Islander people) and are homeless or at risk of homelessness.

Where possible, and with the person's consent the carer, family and/or nominated representative will be present at the assessment and assist with the development of a care plan.

During the assessment, the assessor and client will work together to establish a support plan that reflects the client's strengths and abilities, areas of difficulty, and the support that will best meet their needs and goals. This will include the consideration of formal and informal services as well as reablement pathways where appropriate. Dependent on the needs of the service, you may be requested to undertake other duties including delegation, triage delegation, needs reviews and triage of referrals as required.

Key Responsibilities

- Conducting holistic, strengths based assessment of individuals using designated tool/s.
- Identify client's current level of independence and functioning by addressing the client's potential for reablement and providing information about options and choices appropriate to meet their needs.
- Provide a consistent, equitable, high standard and timely home support assessment to older people, following established processes based on the Commonwealth guidelines.
- Create support plans using goal and values based planning to understand what is important to the client and develop ways to achieve the outcome through a range of strategies, supports and connections.
- Identifying need in relation to formal services and where appropriate, referring to organisations providing support services in line with Commonwealth and/or State Government programs.
- Submitting accurate and timely documentation via digital tools.
- Working with autonomy and independence whilst also working as part of a wider team of assessors. Work to timeframes to achieve Key Performance Indicators (KPI's) (including but not limited to consistency and quality of assessment, quantity of assessment per week, reablement and linkage outcomes).
- Contribute to your team and positive practice, through team meetings.
- Meeting any minimum mandatory requirements of this role.
- Work in your scope of practice and seek help where required.

- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- When required, participate and mentor new staff.
- When required, prepare for case discussion.
- Liaise with non-clinical staff to support finalisation of assessment when requiring clinical input.
- Participate in supervision.
- Responding to Requests for Needs Review.
- Screening to determine eligibility for an Aged Care Assessment.
- Referring Client for an Aged Care Assessment.
- Triaging a Referral for Assessment.
- Delegate Services under the Act.

Key Selection Criteria

Essential

1. University or equivalent qualification in nursing or allied health equivalent with current registration with, and/or professional membership of, relevant professional body as required
2. Demonstrated understanding of health and related issues for elderly people, people with disabilities, and their carers
3. Experience in and demonstrated understanding of aged care services including rehabilitation and community services
4. Demonstrated commitment to working in a multidisciplinary team recognising and respecting the contribution of all team members
5. Demonstrated ability to communicate effectively across client, community and professional groups inclusive of skills to negotiate and manage conflicts which arise
6. Flexibility to operate in an environment of change and continuous improvement
7. Demonstrated high level computer skills including word processing, data entry, emails and an ability to adapt to changing ICT demands. Use of mobile devices in the field is required
8. Demonstrated ability to manage time and prioritise competing demands
9. Demonstrated commitment to professional development

Desirable

1. Successful completion of the units included in the MAC Learning certificate

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.

- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.