

Position Title: Allied Health Assistant

Campus: Horsham

Directorate: Allied Health

Department: Allied Health Assistants

Reporting to: Allied Health Assistant Deputy Manager West

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Grade 2 – 3 (IN29 – IN30)

Enterprise Agreement: Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

This Allied Health Assistant (AHA) position works as part of the multidisciplinary team within the Subacute Rehabilitation Unit (Wyuna) at Grampians Health - Horsham. The role supports the delivery of high-quality, person-centred care under the delegation and supervision of allied health professionals including Physiotherapists, Occupational Therapists, Speech Pathologists, and other members of the rehabilitation team.

The AHA assists in implementing individual and group therapy programs, maintaining therapy and clinical equipment, scheduling patient therapy sessions, and other general administrative tasks.

The Grade 3 role includes additional responsibilities such as supporting clinical education, leading quality improvement initiatives, and contributing to the supervision of Allied Health Assistant Trainees.

KEY ACCOUNTABILITIES

Clinical Support

- Assist allied health professionals in delivering prescribed individual and group therapy programs.
- Implement therapy programs as delegated and documented, monitoring patient responses and reporting changes to supervising clinicians.
- Support patients in regaining independence and confidence in daily living and functional activities.
- Assist with the preparation, setup, and maintenance of therapy areas and equipment.

Communication and Teamwork

- Work collaboratively with all members of the multidisciplinary team to support effective and coordinated patient care.
- Participate in team meetings, case conferences, and discharge planning as required.
- Communicate clearly and respectfully with patients, families, and staff, maintaining confidentiality at all times.

Documentation and Reporting

- Accurately document delegated interventions and patient progress in medical records and relevant systems.
- Ensure all delegated tasks are completed and feedback provided to supervising clinicians in a timely manner.

Quality, Safety, and Continuous Improvement

- Adhere to all Grampians Health policies, procedures, and infection prevention standards.
- Participate in quality improvement, audit, and service development activities.
- Report and manage incidents and risks in line with organisational processes.

Grade 3 Additional Responsibilities

- Support the orientation, mentoring, and training of new staff and students.
- Take a lead role in designated service improvement or innovation projects.
- Contribute to the development of therapy programs, group initiatives, and service delivery models.

Qualifications and Experience

Grade 2

- Certificate III or IV in Allied Health Assistance (or equivalent).
- Demonstrated experience supporting Allied Health service delivery in an inpatient or rehabilitation setting (desirable).
- Experience with computer systems including Microsoft Office
- Well-developed interpersonal skills
- Current Victorian or equivalent driver's licence

Grade 3

- Certificate IV in Allied Health Assistance (or equivalent).
- Demonstrated high-level competency and experience in providing delegated allied health interventions.
- Evidence of initiative, leadership, and involvement in service improvement activities.
- Current Victorian or equivalent driver's licence
- Experience with computer systems including Microsoft Office

Key Selection Criteria

1. Ability to work effectively as part of a multidisciplinary team in a rehabilitation environment.
2. Proven ability to follow clinical directions and work within defined scope of practice.
3. Strong communication and interpersonal skills with patients, families, and staff.
4. Organisational and time management skills to manage competing priorities.
5. Commitment to person-centred care, safety, and quality improvement.
6. (Grade 3) Demonstrated leadership and mentoring skills within an Allied Health context.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.