

**Position Title:** **Allied Health Assistant**

**Campus:** Edenhope

**Directorate:** Allied Health

**Department:** Allied Health Assistants - West

**Reporting to:** Deputy Manager Allied Health Assistants - West

**Direct Reports:** Nil

### Appointment Terms/Conditions:

**Classification and Code:** **Allied Health Assistant**  
**IN28, IN29: Grade 1, Grade 2**

**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](http://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.

<b><i>Collaboration</i></b>	<b><i>Compassion</i></b>	<b><i>Accountability</i></b>	<b><i>Respect</i></b>	<b><i>Innovation</i></b>
<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 at the Edenhope Campus of Grampians Health. The role supports the delivery of high-quality, person-centred care under the delegation and supervision of allied health professionals (AHPs) including Physiotherapists, Occupational Therapists, Speech Pathologists, and other members of the allied health 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.

## **KEY ACCOUNTABILITIES**

### **Clinical Support**

- Assist AHPs in delivering therapeutic programs and interventions for community and admitted clients clients.
- Implement delegated treatment plans, exercise programs, and functional rehabilitation activities within scope of practice.
- Prepare, maintain, and clean therapy spaces, equipment, and resources.
- Support patient mobility, transfers, and routine functional assessments as delegated.
- Document interventions and patient responses according to organisational policies and professional standards.

### **Community & Inpatient Care**

- Provide support across a mixed caseload, including community rehabilitation, home-based programs, aged care support, acute inpatients and paediatrics.
- Deliver delegated group or individual therapy sessions under supervision of relevant AHPs.
- Contribute to discharge planning through provision of relevant feedback to AHPs regarding patient progress.

### **Quality Improvement**

- Participate in quality improvement projects, audits, or process reviews within the Allied Health team.
- Contribute to service development initiatives aimed at improving efficiency, care quality, or patient experience.
- Assist with development and review of AHA resources, procedures, and clinical tools.

### **Supervision & Education**

- Participate in internal training, competency assessments, and professional development activities.

### **Administrative & Operational Duties**

- Maintain accurate records, including daily statistics, documentation, and inventory management.
- Schedule delegated appointments or assist with coordination of patient flow as required.
- Assist in maintaining a safe and organised clinical environment.
- Follow all organisational policies, procedures, and infection control guidelines.

## **KEY SELECTION CRITERIA**

### **Qualifications:**

- Certificate III or IV in Allied Health Assistance (or equivalent) with demonstrated experience in healthcare setting (desirable), or willingness to undertake required study.
- Current Victorian driver's licence
- Current NDIS Worker Screening Check or Police Check and Working with Children Check (or willingness to obtain).

### **Knowledge, Skills, and Attributes**

- Demonstrated ability to work effectively under delegation and autonomously within scope of practice.
- Strong communication, documentation, and interpersonal skills to engage effectively with residents, families, and staff.
- Sound understanding of ageing, chronic disease management, and the principles of restorative and person-centred care.
- Proven ability to organise workload, prioritise tasks, and manage time efficiently.
- Commitment to continuous learning and quality improvement.

### **Occupational Health & Safety**

- Take reasonable care for own health and safety and that of others in the workplace.
- Report hazards, incidents, and injuries in a timely manner.
- Comply with Grampians Health's OHS policies, procedures, and safe work practices.

## **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.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- 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.