

Position Description

Position Title: Allied Health Assistant

Classification:	Grade 3, Allied Health Assistant
Business unit/department:	Speech Pathology
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Part-Time
Hours per week:	24
Reports to:	Manager, Speech Pathology
Direct reports:	Nil
Financial management:	Nil
Date:	17.11.2025- ongoing

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses and delivers a full range of leading-edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Position purpose

The Allied Health Assistant (AHA) works closely with the interdisciplinary team to provide a flexible and responsive service that meets each patient's identified therapeutic goals. The AHA will perform duties including patient care as delegated by a Speech Pathologist who is an Allied Health Professional (AHP). Duties may include assisting in a client's therapy program, creating tailored AAC systems (Alternate and Augmentative Communication), maintaining equipment and resources and other administrative tasks, which assists with client management and will contribute to patient flow.

About the Directorate/Division/Department

This position is based within the Speech Pathology Department. This department forms part of the Division of Allied Health. The Division of Allied Health comprises the following:

- **Allied Health** – Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- **Spiritual Care**
- **Language Services**
- **Tracheostomy Review and Management Service**
- **Disability Liaison Program**

The Speech Pathology Department is committed to providing a comprehensive and innovative service to clients with communication and/or swallowing disorders. In realising this goal, the department will lead and excel in research, teaching and the use of evidence-based practice.

The Speech Pathology Department provides services on all three campuses of Austin Health, across all units. The department offers acute adult inpatient, adult rehabilitation, Better@Home and outpatient/community services.

The Allied Health Assistant will work as a member of the interdisciplinary team of allied health professionals providing therapy to clients receiving home based, centre based and telehealth services, as delegated by an AHP.

The Allied Health Assistant in this position reports to the Manager of Speech Pathology and is expected to travel across campus as required.



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Position responsibilities

All tasks will be undertaken within the Supervision and Delegation Framework for Allied Health Assistants 2012. https://www2.health.vic.gov.au/getfile/?sc_itemid=%7b86648C96-7C39-409F-A66D-BA910EABE61E%7d. The Allied Health Assistant will be expected to read, understand and apply this framework.

Clinical Care

- Work with minimal supervision to implement therapeutic activities
- Identify client circumstances that need additional input from the AHP and suggest appropriate course of action
- Assist in the supervision, mentoring and clinical education of Grade 1 and/or Grade 2 Allied Health Assistants and those in training if required
- Understand the basic theoretical principles of the work undertaken by speech pathologists whom the AHA is employed to support
- Assist and supervise individual patient treatment programs, regularly liaising and feeding back to the relevant therapist as required.
- Work across all locations as required in order to support AHPs and other AHAs in their roles
- Utilise functional maintenance principles to maximise a client's independence
- Assist in the development of augmentative and alternative communication systems
- Take direction from the AHP and seek clarification as required
- Monitor and report changes in the client's health status to the treating AHP
- Document interventions in the patient medical record, in accordance with medico-legal and Austin Health documentation requirements
- Plan and manage their workload to ensure adequate time for patient care and administrative tasks
- Assist in establishing and conducting group programs in consultation with the AHP
- Assist in the coordination of education seminars, including advertising, attendees list, and room set up

Administrative Duties

- Undertake quality improvement, accreditation, infection control and OH&S activities relevant to the position
- Undertake with administrative duties such as answering phones, completing forms/filing and managing resources
- Record daily statistics for group and individuals as directed by AHP
- Develop information and training resources for clients in conjunction with AHPs (for example, patient handouts and instruction manuals)
- Order supplies as required
- Undertake equipment stocktake annually
- Participate and assist with Austin Health events and activities such as Speech Pathology Week
- Support the development and update of the HUB/Intranet
- Other administration duties as required.

Professional Development/Education

- Participate in department performance appraisal process
- Participate in regular supervision with a clinical lead (or clinician)
- Undertake education and training to ensure practice is current and evidence based
- Complete all local competency training in order to maximise ability to work with all patient groups at all Austin Health sites
- Conduct in-services to hospital personnel such as nursing, medical and other Allied Health staff



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Information Management

- Record in patient medical files according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology
- Meet activity and reporting timelines
- Maintain and store minutes of meetings in areas of responsibility
- Record accurate statistics as per policy and procedures

Occupational Health and Safety

- Demonstrate awareness of and adherence to occupational health and safety procedures including Infection Control within the department and the hospital
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management
- Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, and unsafe sites/areas or equipment.
- Ensure infection control standards are adhered to during the treatment of clients, in the preparation of the area and the cleaning of equipment between clients
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks

All Employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer

Selection criteria

Essential for Performance in the Position

- A commitment to Austin Health Values
- Demonstrated ability to work under delegation, with supervision to implement therapeutic and related activities.
- Able to enter data accurately into varying spreadsheets, willingness to learn new IT systems
- Able to coordinate activities, allocate and meet priorities in a busy department
- An ability to work with people from a variety of backgrounds in a positive manner in order to achieve desired goals
- A positive approach to teamwork and a willingness to undertake a broad range of clinical and non-clinical duties
- Demonstrated computer and clinical systems literacy
- Demonstrated ability to prioritise work and meet strict deadlines efficiently
- A current Victorian driver's licence
- Successful completion of at least the Certificate IV (Allied Health Assistance) from an RTO or equivalent
- Demonstrated understanding of the basic theoretical principles of the work undertaken by speech pathologists whom the AHA is employed to support
- Demonstrated ability to work with minimum supervision to implement therapeutic and related



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activities.

- Demonstrated ability to support the work being performed by Grade 1 and 2 Allied Health assistants and those in training

Desirable but not essential for Performance in the Position

- Knowledge of medical terminology
- Fluent in a language relevant to the communities that Austin Health supports
- Previous experience in a hospital or health setting
- Previous experience working with a multidisciplinary health team
- Experience in leading adult groups

Professional qualifications and registration requirements

- Successful completion of at least the Certificate IV (Allied Health Assistance) from an RTO or equivalent

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).



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- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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