

Position Description

Allied Health Assistant Grade 2 Physiotherapy

Classification:	Allied Health Assistant Grade 2 IN29
Business unit/department:	Physiotherapy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (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:	Full-Time
Hours per week:	38
Reports to:	Manager of Physiotherapy
Direct reports:	0
Financial management:	Budget: \$0
Date:	05/11/2025

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.

Position purpose

To assist in the organisation and implementation of physiotherapy care for patients within the specific work area. To fulfil non-clinical responsibilities (including department and equipment upkeep and cleaning) associated with the efficient operation of the physiotherapy department.

About the Physiotherapy Department

The Physiotherapy Department comprises about 90 EFT staff at Austin Hospital and Heidelberg Repatriation Hospital and the Royal Talbot Rehabilitation Centre. It provides seven days per week, 12 hours per day services to acute and aged care areas. It is a major clinical school for the University of Melbourne with responsibility for about 180 students from 1st through to 3rd year. The Physiotherapy Assistant may rotate through all campuses working under the direction of physiotherapists to

perform tasks including hydrotherapy, gym classes, individual treatment sessions, administration, and general activities.

Position responsibilities

Role Specific

- To perform or assist in physiotherapy activities, as instructed by the physiotherapist including performing exercises, moving, transferring and ambulation of patients
- Independently provide clinical care to patients within a safe and appropriate framework as determined by the instructing physiotherapist.
- Set up equipment and store it away at the end of treatment sessions.
- Assist with maintaining a safe, clean, and tidy treatment area.
- Change linen as appropriate.
- Document patient treatment attendances on computer and/or in patient's medical record in line with Austin Health medical record policies.
- Monitor equipment supplies and re-order as required.

Training and development

- On commencement: participate in the Austin Health, department and unit orientation programs.
- Participate in department and sub-department in-services.
- Participate in other continuing education activities as appropriate.
- Appropriately utilize other staff and available resources to facilitate self-learning.

All Employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub):
- 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

Selection criteria

Essential Knowledge and skills

- Suitable qualification Certificate III or equivalent.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Good organisational skills.
- Demonstrate initiative, problem solving skills and flexibility.
- Effective time management skills.
- Computer skills.
- A commitment to Austin Health values: Our actions show we care, we bring out best, together we achieve, and we shape our future.
- Current driver's license.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

Desirable but not essential

- Previous experience working with Physiotherapists in acute and sub-acute as an Allied Health Assistant (Physio),
- Previous experience in aquatic physiotherapy would be highly regarded

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).
- 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



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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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austin.org.au