

Position Description

Allied Health Assistant, Grade 3

Classification:	Allied Health Assistant, Grade 3
Business unit/department:	Better@Home (B@H) Program
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
Employment type:	Full-Time or Part-Time
Hours per week:	22.8 – 40
Reports to:	Grade 3 Senior Clinician OT
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	14/08/2025

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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

The Allied Health Assistant (AHA) works closely with the Allied health team in B@H to provide a flexible and responsive service that meets each patient's identified therapeutic goals in a home-based setting.

A typical day will see them:

- Completing home based therapy programs as delegated by the Allied Health team to support patients to meet their goals
- Maintaining equipment and resources and other administrative tasks, which assists with client management and will contribute to patient flow.
- Attend and contribute to team meetings that This position will have responsibilities across the health service and will travel between the three Austin Health campuses and patients homes as required.

- The AHA will report to the Allied Health team leader in B@H and will receive supervision from a suitably skilled allied health professional.

About Better@Home

This position is based within Austin Health's Better at Home program (B@H). The B@H service is an initiative that aims to deliver more healthcare within the patient's home, the program facilitates home-based interdisciplinary service 7 days a week, that is goal-focused and time-limited. Patients are admitted to the program from any of the three Austin Health sites. The program has a senior allied health team lead as well as a multidisciplinary team comprising nursing, medical and allied health professionals.

Better at Home program forms part of the Allied Health division, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Program
- Disability Liaison Officer Program
- Ability@Austin

Position responsibilities

Role Specific

Clinical expertise

- An ability to work with minimum supervision to implement therapeutic treatments for patients in accordance with care plans, seeking input from allied health professionals (AHPs) as required.
- Strong skills to organise their own workload and set work priorities within the program established by the AHP.
- Identify client circumstances that need additional input from the AHP including suggestions as to appropriate interventions
- Monitor clients for changes in their functional abilities and modify treatment interventions to maintain client safety and maximise therapeutic gains
- Escalate changes in clients' health status to the treating OT and/or MDT member in charge
- Demonstrated ability to prioritise tasks effectively to meet deadlines and an awareness of when to seek assistance if required
- An ability to follow treatment plans and modify interventions and instructions to maximise client outcomes
- Participate in or assist to establish and conduct group programs in consultation with the AHP



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- Provide equipment to patients and manage equipment administration and cleaning
- Provide or manufacture support/ assistive devices and provide education
- Supervise AHA students and work alongside OT students as required

Continuous growth and learning

- Engage in professional development opportunities within the designated area in line with individual PRDs, and the strategic objectives of the department and organisation
- Ensure that all supervisees have an annual Performance Review and Development Plan (PRD) and regularly review this plan to ensure staff development needs are met
- Participate in regular supervision with the manager and complete annual PRD
- Undertake education and training to ensure clinical practice is evidence based
- Support the implementation of research projects pertaining to the relevant area of clinical expertise as part of the departmental research program
- Promote and role model behaviours that support the culture of scientific activity, providing support and education for others in the department to identify and undertake research, presentation and publications.

Safety quality and risk

- Ensure personal compliance with mandatory training requirements.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Support the culture of the OT department that strives for continuous improvement to deliver the best possible care for our patients.

Selection criteria

Essential skills and experience:

- Excellent interpersonal and customer focus skills
- High level written and verbal skills
- Demonstrated computer literacy
- Current drivers license

Continuous growth and learning

- An ability to impart knowledge and guide the learning of student AHAs and to support peers with their work
- A flexible and positive approach to teamwork and a willingness to learn about and undertake a broad range of clinical and non-clinical duties
- An understanding of the basic theoretical principles of the work undertaken by Occupational Therapists
- Demonstrated ability to undertake professional supervision

Attributes and abilities

- Demonstrated interpersonal skills that promote team engagement



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- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.
- An ability to work autonomously, problem-solve and self-manage competing demands

Desirable but not essential:

- Experience working in a public health setting

Professional qualifications and registration requirements

- Successful completion of at least the Certificate IV (Allied Health Assistance) from a Registered Training Organisation or equivalent or working towards an Allied Health professional qualification

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



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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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