Position Description

Allied Health Assistant, Grade 1

Classification:	Allied Health Assistant - Grade 1 (IN28)
Business unit/department:	Allied Health / Occupational Therapy
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
Employment type:	Casual
Hours per week:	0
Reports to:	Grade 3 Senior Clinician OT
Direct reports:	Nil
Financial management:	Nil
Date:	November 2026

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 Occupational Therapy clinical and administration teams within their designated stream to provide a flexible and responsive service that meets each patient's identified therapeutic goals.

The AHA will perform duties as delegated by the Occupational Therapists (OTs) or other allied health professionals and may include assisting in a client's therapy program, maintaining equipment, cleaning equipment or therapy spaces, stocking resources, and other administrative tasks which assists with therapy team and/or client management

The AHA will perform the duties of this position efficiently to the standards of the department and the organisation.

About Occupational Therapy

Occupational Therapists (OTs) work with patients who have been admitted to hospital with illness or injuries.

The goal of an OT is to assist each person they work with to be as independent as possible and to do the daily activities they need and want to do.

The OTs spend their day in the hospital wards, therapy rooms and in the OT department. They all eat lunch together and enjoy chatting during their breaks.

The OT team are very welcoming and look forward to meeting and welcoming a new team member.

Position responsibilities

This position is based within the Occupational Therapy Department but may work in other allied health departments.

The Allied Health Assistant (AHA) works closely with the Occupational Therapy team and assists them with tasks that help their patients. The role may include basic repairs and maintenance of equipment which is used to support patient care, such as wheelchairs or aids to assist with activities of daily living. This may include increasing tyre pressure in wheelchairs, tightening wheelchair breaks, cleaning wheelchairs and assessing for further repairs that may be required (and completed by a skilled service such as Bio Medical Engineering or an equipment provider). Other tasks may include cleaning of treadmills, woodworking equipment or other allied health equipment and spaces.

The position may include administration tasks such as checking and recording the location of equipment, as well as requesting repairs if needed.

On the job training and support will be provided.

Selection Criteria

Essential skills and experience:

- Cleaning and organising ability
- Willingness to learn new tasks and systems required for the job
- Confidence to speak to people you haven't met before
- Works well in a team environment
- Can do attitude
- An understanding of confidentiality and professional boundaries
- An ability to recognise and report risk
- Professional and respectful behaviour toward others

Desirable but not essential:

- Basic computer skills (Microsoft Word, Excel, Outlook)
- Applicants with lived experience of disability are highly regarded, particularly those with experience or understanding of the health sector

Inherent requirements

There are a number of important work demands (inherent requirements) that are needed for this role. These are described in the table below:

Physical demands	Frequency
Kneeling – remaining in a kneeling position to complete tasks (or able to reach to floor height from sitting)	Frequent
Squatting / crouching – adopting these postures to complete tasks (or able to reach to floor height from sitting)	Occasional
Leg / foot movement to operate equipment	Rare
Climbing stairs / steps– ascending and descending stairs, ladders, steps	Rare
Lifting / carrying – Light lifting and carrying less than 5 kilos – Moderate lifting and carrying 5–10 kilos – Heavy lifting and carrying – 10–20 kilos.	 Frequent Occasional Never
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg – moderate push / pull forces 10–20 kg – heavy push / pull forces over 20 kg	 Frequent Occasional Never
Reaching – arm fully extended forward or raised above shoulder	Frequent
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time – Repetitive flexion and extension of hands wrists and arms – Gripping, holding, twisting, clasping with fingers / hands	 Frequent Frequent
Sensory demands	**Frequency**
Sight – use of sight is integral to most tasks completed each shift. Able to tolerate bright lighting	Prolonged/ Constant
Hearing – if hearing impaired, able to compensate for this in order to communicate with others. Able to tolerate room with alternating acoustics. Use of an air pump that is loud (weekly)	Prolonged/ Constant
Touch – use of touch is integral to most tasks completed each shift	Frequent

Cognitive demands	Frequency
Planning and organising tasks for the shift	Prolonged/ Constant
Problem Solving issues related to equipment	Prolonged/ Constant
Attention to Detail – required to thoroughly clean equipment	Prolonged/ Constant
Interpersonal demands	**Frequency**
Communication skills to interact with team members	Prolonged/ Constant
Emotional regulation – uses own strategies to reduce stress	Prolonged/ Constant

Definitions used to quantify frequency of demands	
Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

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 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.