

Position Description

Position Title: Allied Health Assistant Grade 2 - Physiotherapy

Classification:	Allied Health Assistant Grade 2
Business unit/department:	Physiotherapy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Full-Time
Hours per week:	38
Reports to:	Manager of Physiotherapy
Direct reports:	0
Financial management:	Budget: NA
Date:	10.08.2026

We 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

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 Directorate/Division/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, g

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 skills and experience:

- 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.

Desirable but not essential:

- Previous experience working with Physiotherapists in acute and sub-acute as an Allied Health Assistant (Physio),

Professional qualifications and registration requirements



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- Completion of Certificate III Allied Health Assistance qualification or higher

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 creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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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