

Position Description

Allied Health Assistant – Transition Care and Restore@AustinHealth Programs

Classification:	Grade 2 Allied Health Assistant
Business unit/department:	Aged Care Community Services
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (please specify) Associated Provider Aged Care Facility and client homes
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:	Fixed-Term Part-Time
Hours per week:	24
Reports to:	Aged Care Community Services Manager
Direct reports:	Nil
Financial management:	Nil
Date:	May 2026

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

The Allied Health Assistant (AHA) works closely with the Allied Health team in TCP & RAR to provide a flexible and responsive service that meets each clients identified therapeutic and lifestyle goals in either a home-based or residential setting.

This position will have responsibilities across our community and residential programs and will travel between the sites and clients' homes as required.

About the Directorate/Division/Department

The position is located in the Aged Care Department of the Continuing Care Division at the Heidelberg Repatriation Hospital.

The Aged Care Community Programs include the Austin Health Transition Care Program, the Restore@AustinHealth program and the Austin Health Aged Care Assessment Service.

Austin Health Transition Care Program (TCP)

Austin Health has 52 packages in total, offering clients home or residential based support based at Twin Parks Aged Care facility. The aim of TCP is short-term interventions for older people at risk of inappropriate extended hospital stays and/or at risk of premature admission to residential care.

Restore@AustinHealth Program (RAR)

Restorative Care provides 8 residential care-based packages at Twin Parks Aged Care facility and 1 community-based package to assist people who have been discharged from Austin Health.

Austin Health Aged Care Assessment Service

The Aged Care Assessment Service undertake both clinical and non-clinical assessments for eligible older Australians as part of the new Single Assessment System for Aged Care. The Single Assessment System aims to simplify and improve the experience of older people by providing a flexible system that can quickly adapt to their aged care needs.

It is a service that helps older people, and their families make decisions about the services that they need to remain at home safely.

Clinical Assessments can be conducted in both the hospital setting and clients home and determine eligibility for Australian Government subsidised services (Residential Care, Residential Respite Care, Transition Care and the Support at Home Program).

Non-Clinical Assessments are completed in the clients' home and assess eligibility for entry level supports.

The community catchment for Austin's Aged Care Assessment Services is Vic Planning Region 1.

Other Services in the Continuing Care Division:

Our inpatient services consist of two 28-bed Rehabilitation/Geriatric Evaluation and Management (GEM) wards, Wards 11 & 12, Ward 9, a 24-bed GEM ward, and Ward 10, an acute aged care ward.

Aged Care Services has close affiliation with the Health Independence Program which aims to assist people with chronic disease, aged and/or complex needs that frequently use hospitals or are at risk of hospitalization post discharge from hospital.

The Division has a strong focus on continuous quality improvement and is actively involved in research with many projects being managed by our Medical and Cognitive Research Unit.

An Aged Care medical inpatient consultancy service is also located on the Austin campus



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Position responsibilities

Role Specific:

Clinical expertise

- To provide supportive community or residential care-based services that meet the immediate needs of our TCP and RAR clients
- An ability to carry out individual treatment programs, developed by Allied Health Professionals (AHPs) in both home and residential settings
- To organise and assist in the planning and implementation of group exercises or other group programs.
- Strong skills to organise their own workload and set work priorities within the program established by the AHP.
- Identify client circumstances that require escalation to the treating AHP
- Escalate changes in client's health status/condition to the treating therapist
- Provide equipment to patients and manage equipment administration (including supporting invoice reconciliation) and cleaning
- Provide or support assistive devices and provide education
- Supervise AHA students and work alongside OT & PT students as required
- Any other tasks as requested by Community Aged Care Services Manager

Safety quality and risk

- Maintain an understanding of individual responsibility for client safety, quality & risk.
- Ensure personal compliance with mandatory training requirements.
- Comply with the requirements of the National Safety & Quality Health Service Standards e.g. participate in audits, represent OT/PT on committees etc.
- Maintain a safe working environment for yourself, your colleagues, clients and members of the public. Report incidents or near misses that have or could have impact on safety
- 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 AH department within Community Aged Care that strives for continuous improvement to deliver the best possible care for our clients.

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
- Participate in regular supervision and complete annual PRD
- Undertake education and training to ensure clinical practice is evidence based
- Willingness to be involved in departmental quality activities that contribute to the annual Business Plan.

Selection criteria



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Essential skills and experience:

- Excellent communication and interpersonal skills
- An ability to work autonomously, problem-solve and self-manage competing demands
- 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 Physiotherapists & Occupational Therapists
- High level written and verbal skills
- Demonstrated computer literacy
- Current driver's license

Desirable but not essential:

- Experience working in a public health setting
- Relevant second language

Professional qualifications and registration requirements

- Relevant qualifications (Certificate III or IV in Allied Health Assistance 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.*



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- 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.



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