Position Description

Position Title:	Allied Health Assistant
Operationally Reports to:	Physiotherapy Manager
Department:	Physiotherapy
Directorate:	Clinical Operations
Cost centre:	N3002
Code & classification:	Allied Health Assistant Grade 2 (IN29)
Employment conditions:	Health and Allied Services, Managers and Administrative workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Allied Health Assistant (AHA) supports allied health professionals to provide safe, person-centred care across hospital, community and home environments. This position primarily supports acute and subacute inpatient services and may also work in home-based rehabilitation, outpatient and other community services according to service needs.

The role includes delegated direct care activities, such as assisting consumers with prescribed exercise programs and functional activities, supporting therapy groups, and completing equipment, resource management and administrative tasks. Activities are undertaken within demonstrated competence, an agreed scope of practice and appropriate supervision arrangements.

The position is based within the Physiotherapy Department and may undertake tasks delegated by physiotherapists and other allied health professionals (AHP), including occupational therapists, speech pathologists, dietitians and social workers, where appropriately trained and supported. The delegating allied health professional remains responsible for clinical assessment, treatment planning and decisions regarding delegation.

The AHA reports operationally to the Physiotherapy Manager and receives day-to-day support and guidance from the Grade 3 Allied Health Assistant and relevant allied health professionals. Supervision is provided by an appropriately qualified and experienced allied health professional or the Grade 3 Allied Health Assistant, according to the nature of the delegated activities, demonstrated competencies and agreed supervision arrangements.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Deliver components of individual therapy programs, including prescribed exercise and functional activities, as delegated by an allied health professional and within demonstrated competence.
- Assist with individual and group therapy programs, including inpatient and outpatient rehabilitation and hydrotherapy where trained and authorised; prepare equipment, support delivery and complete set-up and pack-down.
- Complete accurate and timely clinical documentation and service statistics in accordance with GV Health and departmental policies.
- Support equipment management, including stocktakes, ordering, preparation, cleaning, safe storage and delivery to consumers as directed.
- Complete administrative and service support tasks, including preparing resources, maintaining schedules, assisting with discharge-related paperwork and maintaining safe, clean therapy spaces.
- Support orientation and supervised learning opportunities for students, as appropriate to experience, competence and delegation.
- Participate in regular clinical supervision and mentoring, at least monthly or more frequently as required by service needs and individual competence.
- Participate in departmental education, in-services, mandatory training and relevant competency development.
- Attend AHA and departmental meetings as required and contribute to communication and service coordination.
- Provide respectful, responsive and culturally safe support to consumers, carers and colleagues.
- Contribute to efficient and effective clinical services through timely completion of delegated care and supporting tasks.
- Follow relevant duty routines and reasonable directions from the Physiotherapy Manager, Grade 3 AHA and delegating allied health professionals, within role scope and competence.
- Confirm delegated instructions, supervision arrangements, expected outcomes and escalation pathways before undertaking tasks; seek clarification when instructions or patient suitability are unclear.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Certificate III or IV in Allied Health Assistance (or working towards same), or equivalent from a registered training organisation or tertiary equivalent

Essential:

- Excellent interpersonal and verbal communication skills, including the ability to communicate effectively with other staff, patients and families
- Ability to work independently (with guidance) with minimal supervision
- Ability to work collaboratively as part of an interdisciplinary team
- Ability to follow instructions and take direction and feedback from health professionals
- Good organisational skills with the ability to prioritise and manage a diverse workload
- Commitment to ongoing professional development, learning and mentoring
- Good computer literacy skills

Desirable:

- Experience working as an Allied Health Assistant in either a hospital, aged care or community setting

- Proficiency in a language other than English.

KEY PERFORMANCE INDICATORS

- Works within demonstrated scope of practice under appropriate direct or indirect supervision from allied health professionals.
- Clinical records, service statistics and required data are completed accurately and within expected timeframes.
- Participates in team communication, handover and required meetings.
- Completes 100% of mandatory training and required competencies within applicable organisational timeframes.
- Attends and actively participates in regular clinical supervision, including a minimum monthly review unless a different frequency is required.
- Participates in the Performance and Development Review (PDR) process and works towards agreed development goals.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS) clearance checks, Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	**Allied Health Assistant Grade 2**
Reviewed by:	Physiotherapy Manager
Issue Date:	November 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses