

POSITION DESCRIPTION

Position Title:	Allied Health Assistant Grade 3 Rehabilitation at Home (Weekend)
Business Unit/Department:	Rehab at Home
Division:	Western Health at Home
Award/Agreement:	Victorian Public Sector Health Allied & Managers & Administrative Workers
Classification:	IN30 (Grade 3)
Reports To:	Operational: Service Managers Rehabilitation at Home Professional: Occupational Therapy Manager via Grade 4 Occupational Therapist OR Physiotherapy Manager via Grade 4 Physiotherapist
Direct Reports:	Grade 2 Allied Health Assistants
Date Prepared/Updated:	7 August 2026

Position Purpose

The Western Health at Home Division operates a Rehabilitation at Home program for patients who require admitted multidisciplinary rehabilitation. Rehab at Home is a subacute bed substitution program providing intensive rehabilitation for patients with neurological diagnoses. Rehabilitation at Home provides same day or next day rehabilitation to patients discharged from inpatient wards, ED and community. This is a subacute bed substitution program providing intensive rehabilitation to people discharged early from hospital. The program aims to deliver hospital services within patients' homes to enable recovery from illness or surgery at home in familiar environments. Treatment interventions are provided through a variety of methods including individual or group-based treatment. Treatment may be provided at home, via telehealth, centre-based or in a community setting.

The aim of Rehab at Home is to:

- Promote and support safe and early discharge from inpatient settings and emergency departments as well as reducing length of stay of rehabilitation patients in acute and subacute settings
- Maximise patient outcomes in their own home through occupation focused rehabilitation
- Provide an alternative to admitted care for patients living in the community
- Improve the patient experience
- Provide an alternative to hospital presentation and admissions
- Increase the number of patients able to access admitted rehabilitation services at any given time

The Allied Health Assistant working under the supervision and guidance of an Allied Health professional is required to assist with provision of quality, evidence based, patient centred care, in partnership with patients and their significant others. Allied Health Assistants are required to provide best care through use of

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competent clinical skills, effective communication and active participation within the Allied Health discipline/service and multidisciplinary team. Grade 3 Allied Health Assistant delivering the weekend service will be able to work with minimal supervision to implement therapeutic treatments and related activities for patients in accordance with care plans, seeking input from Allied Health Professionals as required. This may include progressing therapeutic interventions, provision of additional rehabilitation sessions to align with client's established rehabilitation goals and prescribed program. The Grade 3 Allied Health Assistant must be able to communicate efficiently and effectively with nursing staff and/or escalate clinical concerns appropriately to weekend shift supervisor. In addition, Grade 3 Allied Health Assistants can assist with the orientation and supervision of Grade 2 Allied Health Assistants and students including monitoring and reviewing competencies, overseeing workloads and coordinating AHA team meetings. The Grade 3 Allied Health Assistant in Rehabilitation at Home will have responsibility for providing excellence in clinical care and leadership to the AHA Grade 2 team in collaboration with the Grade 3 AHA working in Specialised Rehabilitation Program/Aquatic Program. This position is appointed to the Rehab at Home program but may involve provision of clinical services to other programs within the Western Health at Home Division The position will primarily be based at Sunshine Hospital. Staff may however be required to work at any or all campuses of Western Health as required.
Business Unit Overview The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care. Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease. The divisions medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting. Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.
Key Responsibilities • Demonstrate a commitment to the patient 'Charter of Healthcare Rights' • Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability framework • Maintain registration (as required) and report any changes or limitations on practice if applicable • Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience • Comply with confidentiality obligations with regard to patients, consumers and colleagues • Comply with all Western Health policies and procedures

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- In conjunction with Rehab at Home Service Manager ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred interprofessional/interdisciplinary care in line with the "Best Care" framework
- Demonstrate extensive, evidence based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in interdisciplinary rehabilitation
- Provide and direct others in the provision of evidence based clinical services using a person centred approach
- Demonstrate capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence.
- Ensure the application and maintenance of clinical standards in areas of delegated responsibility.
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload.
- Identify and support others to solve complex problems.
- In conjunction with the Rehab at Home Service Manager lead service development and evaluation activities
- In conjunction with Rehab at Home Service Manager contribute to the development and implementation of processes to facilitate effective consumer participation and ensure that appropriate responses are provided to customer feedback and complaints.
- Lead planning for clinical services for the team
- In conjunction with Rehab at Home Service Manager support staff to meet service targets/goals
- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged.
- In conjunction with the Rehab at Home Service Manager, actively work towards service integration and streamlined patient journeys.
- In conjunction with Rehab at Home Service Manager ensure appropriate orientation of new staff
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members.
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers.
- Demonstrate highly effective negotiation skills and conflict resolution skills when dealing with difficult situations.
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan.
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary.
- Participate and represent the service in consultation with Rehab at Home Service Manager at relevant committees, working groups and meetings as requested.
- Lead the provision of information and education about the service and professional role within the service.
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across acute services and collaborating community agencies.
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings.
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential within Interdisciplinary roles.
- Assist in fostering and developing research opportunities across the service.
- Conduct or contribute to feedback to staff on their performance including performance development planning and performance management where relevant.
- Where designated, provide high quality supervision to junior staff and students that is timely, flexible and responsible.
- Lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Present at internal and external forums to enhance personal knowledge and professional development.
- Assist in writing procedures and guidelines as required for the ongoing development of the program, and support relevant staff to complete these tasks.

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- Assist in meeting reporting requirements relating to the service Ensure that service/program outcomes are achieved through appropriate client management and pathways. - Facilitate/assist in the process of recruitment, selection and retention of staff to meet client and service needs. - Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility. - Perform other duties as directed. In addition to the key responsibilities specific to your role, you are required to deliver on the WH AH Capability Framework and the Key Organisational Accountabilities which are aligned with the Western Health strategic aims. In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.
Key Working Relationships
Internal: - Service Manager, Rehab at Home - Rehab at Home Coordinator - Rehab at Home multi-disciplinary care team - Grade 2 and 3 Allied Health Assistants, Rehab at Home and Specialised Rehabilitation Program - Grade 4 Occupational Therapist (Western Health at Home) - Grade 2 Allied Health Assistants - Allied Health Professional supervisor - Rehabilitation Consultants and Registrar - Western at Home Connect staff - Western Health at Home ED Care Coordinator/Shift Supervisor External: - Clients and their family/carers - Key community organisations - External referrers
Selection Criteria
Essential - Appropriate recognised tertiary qualification in a relevant Allied Health profession and registration with Australian Health Practitioner Regulation Agency (AHPRA) where relevant or eligibility for membership of the relevant professional Association - Extensive experience in multidisciplinary rehabilitation - A high level of clinical neurological expertise and theoretical knowledge in the assessment and management of patients with a neurological condition - Highly developed interpersonal, written and electronic communication skills including the ability to write reports and submissions. - Excellent organisational and time management skills - Strong leadership skills, including proven interpersonal skills in the facilitation of effective team functioning, conflict identification and constructive resolution. - Proven ability to lead and supervise staff and students in clinical, educational and administrative areas. - Demonstrated flexible approach to case management and departmental issues. - Knowledge of and participation in continuous quality improvement processes - Commitment to clinical research

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- Commitment to continuing professional development.
- Demonstrated understanding of manual handling risk reduction
- A current Victorian driver's licence
- Computer literacy

Desirable

- Hold a relevant postgraduate qualification or be working towards same
- Demonstrated creative and proactive approach to the management of change.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

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<i>I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.</i>			
Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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