

POSITION DESCRIPTION

Position Title:	Allied Health Assistant
Business Unit/Department:	Specialised Rehabilitation Program
Division:	Western Health at Home
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 (IN29)
Reports To:	<i>Operational:</i> Manager – Specialised Rehabilitation Program <i>Clinical:</i> Senior Clinician through Grade 2 Clinician; Grade 3 Allied Health Assistant
Direct Reports:	N/A
Date Prepared/Updated:	28 August 2026

Position Purpose

The Specialised Rehabilitation Program (SRP) provides comprehensive, collaborative and coordinated multidisciplinary rehabilitation services that are time limited. Rehabilitation is delivered according to a care plan that is based on goals developed with a person and their carer(s).

The Allied Health Assistant (AHA) 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. AHA's are required to provide best care through use of competent clinical skills, effective communication and active participation within the Allied Health discipline/service and multidisciplinary team.

The Allied Health Assistant working under the direction of an Allied Health professional is required to assist with the provision of quality, evidence based and patient centred care. Allied Health Assistants are required to provide best care in partnership with patients and their significant others, through use of competent clinical skills, effective communication and active participation within the Allied Health discipline/service and multidisciplinary team.

Interventions are delivered via individual or group-based treatment. There may be opportunities to develop skills in aquatic rehabilitation. Treatment may be provided in a centre-based, home or community setting via face-to-face care or telehealth.

The position is based at Sunshine Hospital but the Allied Health Assistant will be required to work across Sunshine and Williamstown hospital as required. This position is appointed to the Specialised

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Rehabilitation Program but may involve provision of clinical services to other programs within the Western Health at Home Division.
Business Unit Overview
Division 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, Rehabilitation at Home, GEM at Home, Rapid Allied Health, 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. Specialised Rehabilitation Program Specialised Rehabilitation Program (SRP) aims to assist clients and their carers to reach their maximum potential and independence through the provision of multidisciplinary rehabilitation. Clients are provided with an individualised, short-term, goal-orientated therapy program which emphasises self-management and education. Sessions are conducted in the centre, at home and/or via Telehealth. Division of Allied Health Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psychosocial perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including Audiology, Clinical Psychology and Neuropsychology, Exercise Physiology, Language Services, Nutrition and Dietetics, Occupational Therapy, Pastoral Services, Physiotherapy, Podiatry, Social Work, and Speech Pathology.
Key Responsibilities

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- 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
- Maintain registration 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
- Deliver high quality, person centred, interprofessional care in line with the "Best Care" framework
- Prepare for patient intervention and provide assistance with therapy sessions under the direction of the supervising allied health professional
- Demonstrate organisational skills and efficient time management to appropriately prioritise and complete workload
- Perform evidence based clinical services using a person centred approach under the direction of the supervising allied health professional
- Contribute to the evaluation of guidelines in immediate work area
- Respond where issues are within their level of responsibility, or able to raise issues with their supervising allied health professional
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Consult with supervising allied health professional when dealing with difficult situations
- Demonstrate knowledge of resources relevant to work area
- Actively participate in regular clinical supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Attend and participate at relevant team/service meetings in relation to patient care
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities
- Participate in relevant working groups and meetings as requested
- Have a clear understanding of the service, the allied health professional role and allied health assistant role within the service
- Where designated, take a support role in student education that is timely, flexible and responsible
- Participate in learning that will enhance personal knowledge and continuing professional development
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner

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.

Key Working Relationships

Internal:

- Manager- SRP
- Grade 3 Allied Health Assistant
- Allied Health supervisor
- Allied Health Assistants within SRP
- Allied health professionals within clinical area

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- Allied Health Assistants within the organisation
- Other staff within area of work

External:

- Clients and their family/carers
- Key community organisations
- Equipment suppliers
- Service providers and other agencies as appropriate

Selection Criteria

Essential:

- Allied Health Assistant Certificate III or other appropriate qualification, as specified within the employment agreement
- Computer literacy and proficiency
- Current Victorian Drivers Licence
- Ability to work within scope of practice guidelines but also able to demonstrate initiative
- Excellent communication, interpersonal and organisational skills
- Confidence in a water-based environment (Hydrotherapy pool)

Desirable:

- Certificate IV Allied Health Assistant Qualification
- Experience working in a hospital or medical setting
- Working with Children's Check

Desirable Personal Attributes:

- Self-motivated
- Positive outlook
- Compassionate and empathetic
- Adaptable, flexible and persistent as required
- Demonstrates initiative
- Able to take direction
- Timely, informed decision making
- Open to new ideas
- People orientated and builds rapport
- Confidence in own ability
- Resilience
- Respectful

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 (if requested)
- 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

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- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

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.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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