

POSITION DESCRIPTION

Position Title:	Allied Health Assistant – Occupational Therapy
Business Unit/Department:	Allied Health Programs – Community
Division:	Integrated Community Health Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Allied Health Assistant – Grade 3 (IN30)
Reports To:	Manager – Allied Health Programs
Direct Reports:	Nil
Date Prepared/Updated:	27 November 2025

Position Purpose

The position works within the adult community Occupational Therapy team to provide a high standard of allied health assistant services to clients, carers and families within the community setting. The incumbent will work collaboratively with clinicians and other members of the multidisciplinary team to provide a coordinated and client centred approach to care.

Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships and support services across Bacchus Marsh, Melton and Caroline Springs campuses.

The Integrated Community Health Services Directorate has a strong focus on multidisciplinary care with services being provided in both an individual format and group based interventions. Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety). Within community services there are multiple different funding programs to support a patient's and client's journey and build their independence in the community.

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing

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- Perpetrator Men's Family Violence
- Aboriginal Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports
- Support at Home Programs
- Dental Services

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 psycho-social 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
- Speech Pathology

Key Responsibilities

- Ensure cleaning of equipment according to infection control guidelines
- Support the set up and education around Occupational Therapy based equipment that has been prescribed by the Occupational Therapist (this includes but not limited to small aids, personal alarms and hygiene equipment)
- Maintain resources and equipment
- Document activity for clients in client files as per therapists requirements
- Complete daily statistics according to organisational procedure
- Facilitate group programs as directed by the allied health professional
- Communicate with clients in a manner consistent with meeting individual client needs
- Refer enquiries from clients and families to appropriate allied health professional
- Carry out client/group programs that promote a safe, secure and predictable environment to meet individual client needs
- Provide information (written & verbal) to meet individual client needs as directed by allied health professional
- Assist in client's treatment programs under the supervision of the relevant allied health professional
- Prepare resources to carry out client treatment program and group sessions
- Communicate, participate and cooperate with team members to promote team outcomes to enhance service delivery
- Attend and contribute to client case conferences as directed by allied health professional
- Participate in quality improvement activities
- Accept delegation, secondment and deployment appropriate to skill level.
- Support Allied Health Assistant students on placements at Bacchus Marsh and Melton
- Participate in staff development activities.
- Maintain a high standard of confidentiality.
- Participate in relevant meetings.
- Utilise appropriate communication channels as per organisational structure
- Maintain close professional working relationships with the multidisciplinary team and support personnel.

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- Assist the Manager of the area with other duties as required.
- Comply with occupational health and safety, infection control, equal employment and anti-discrimination requirements.

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:

- Manager Community Adult Health Programs
- Manager Occupational Therapy
- Grade 3 Senior Clinicians
- Allied Health Clinicians
- Allied Health Assistants
- Other Allied Health and Nursing teams

External:

- Patients, carers and other support people
- Relevant community stakeholders

Selection Criteria

Essential:

- Qualification in Allied Health Assistance (Cert IV)
- Current driver's license
- Demonstrated experience in the outpatient or community settings
- Demonstrated organisational skills.
- Ability to work as part of a team.
- Ability to apply without exception principles of confidentiality, privacy and maintain confident communication.
- Ability to interact with a wide range of people.
- Demonstrated ability to follow clinician direction.
- Demonstrated ability to work effectively with clients

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment and every 3 years
- Obtain a working with children check prior to employment (if requested)
- Obtain an NDIS worker screener check (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
- 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

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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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023

- 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

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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