

Position Description

Position Title	Allied Health Assistant Grade 2
Position Number	30027807
Division	Community and Continuing Care
Department	Outpatient Rehabilitation
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Allied Health Assistant G2
Classification Code	IN29
Reports to	Stream Leader OPRS
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This position includes a range of shifts rostered between 8am and 6pm Monday-Friday. OPRS delivers services from the Clinical service campus and the Stewart Cowen site at Eaglehawk and staff may be rostered across both sites. As an Allied Health Assistant in Stream E, you will be expected to work across multiple clinics, assist with groups (including hydrotherapy), provide 1:1 sessions (*under the guidance of Allied Health Practitioners*) and assist with cleaning/ordering/equipment related tasks.

Responsibilities and Accountabilities

Key Responsibilities

The Grade 2 AHA will work under the supervision of an allied health professional (AHP) and will work within the following scope of practice:

- Works directly with a clinician or under supervision following a prescribed program of activities
- Prioritises work & accepts responsibility for outcomes within the limit of their accountabilities
- Demonstrates a capacity to work flexibly across a broad range of therapeutic & program related activities including tasks related to the hydrotherapy pool, equipment maintenance and cleaning duties
- Seeks appropriate client information from client referral, online systems and multidisciplinary team prior to intervention
- Following initial prescription and training by the AHP, the AHA may assist in the training of clients in the use of basic and complex therapy equipment
- Uses designated screening tools and reports to the AHP
- Following AHP assessment and demonstration, safely facilitates client handling and movement where required
- Provides individual or group therapeutic interventions such as land or aquatic based groups under direction
- May assist with training of AHA students
- Assists with clinical administrative tasks to support the service as delegated
- Other reasonable duties as directed

Key Selection Criteria

Essential

1. Completion of, at least, Certificate IV in Allied Health Assistance from a Registered Training Organisation (RTO), or its equivalent, that is relevant to the field of practice e.g. community services, health support services, fitness instructor, community and health services. (*Allied Health Professional undergraduate student is highly recommended*).
2. Adherence to the requirements of the role and alignment with the Bendigo Health values of caring, passionate and trustworthy
3. Able to independently manage time and work to deadlines
4. Excellent interpersonal communication skills (written and verbal) in a professional clinical setting
5. Able to work collaboratively as part of a team

Desirable

6. Experience in working in rehabilitation outpatient setting and a good understanding of the allied health clinician role (speech pathology/ physiotherapy/occupational therapy), related terminology and client groups we work with

7. Able to implement intervention plans designed by a clinician
8. Confident using Word, Excel, Outlook and adept at learning new technology systems and devices
9. Enthusiasm for and commitment to own learning and development
10. Able to work collaboratively as part of a team

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.