

Position Description

Position Title	Allied Health Assistant - Home Care
Position Number	30009720
Division	Community and Continuing Care
Department	Community Allied Health Services (CAHS)
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Allied Health Assistant G3
Classification Code	IN30
Reports to	Manager Community Allied Health
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Drivers Licence • 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

Allied Health Assistant is responsible for the provision of Allied Health Assistant Services within a designated clinical caseload, appropriate to their level of experience and competency. Allied Health Assistants are required to work under the supervision of an Allied Health Professional, either directly or indirectly, within the interdisciplinary team.

Responsibilities and Accountabilities

The Allied Health Assistant will work within the Community Allied Health Service (CAHS) Occupational Therapy team to contribute to the clinical work and efficient operations of the department, under the guidance and direction of Occupational Therapists. The position may also support other allied health professions where required.

The purpose of this position is to:

- provide best practice client centred clinical care to clients within the designated caseload in the Community Allied Health Services of Bendigo Health
- Provide Allied Health Assistant interventions and administrative support to Assistive Technology and Home Modification provision
- Where required, Allied health clinicians may be rostered to work on weekends and public holidays
- contribute to the development of the Community Allied Health service, as well as the general Allied Health Assistant department as appropriate.

Key Responsibilities

The key responsibilities and duties of the Allied Health Assistant are:

- Deliver delegated therapy programs to promote client inclusion and participation.
- Lead or assist in group programs as directed by the treating AHP.
- Support and maintain aids, equipment, and assistive technology as delegated.
- Provide timely feedback to AHPs on client progress and therapy needs.
- Report changes in client status promptly to minimise adverse outcomes.
- Apply current clinical knowledge and evidence-based practice.
- Work collaboratively with clients and carers to ensure person-centred care.
- Assist in health promotion and prevention activities as delegated.
- Manage and prioritise caseloads within scope of practice.
- Complete relevant administrative tasks.
- Communicate effectively with clients, carers, AHPs, and service providers.
- Collaborate within the multidisciplinary team to support continuity of care.
- Provide clinical handover to ensure ongoing patient care.
- Contribute to practical and creative solutions and support positive workplace change.
- Participate in quality improvement and research activities relevant to the role.
- Comply with quality, safety, and industry standards.
- Maintain safe work practices and promote a safe environment.
- Address conflicts or issues constructively and escalate when required.
- Respond appropriately to client and staff feedback.

- Participate in supervision and professional development activities.
- Support the development of AHAs and students.
- Complete all mandatory training requirements.

Key Selection Criteria

Essential

1. A Certificate IV degree in Allied Health Assistance and ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document
2. Demonstrated experience and/or knowledge relevant to an Allied Health Assistant in an Occupational Therapy Community setting with a minimum of 3 years' experience (full time equivalent) as a Grade 2 AHA
3. Demonstrated knowledge of the Allied Health Assistant/therapy assistant role, scope of practice, and supervision and delegation requirements
4. Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe client-focused care
5. Demonstrated effective organisation and time management skills to actively plan and manage clinical and non-clinical priorities and meet timeframes
6. Demonstrated high level verbal and written communication skills with the ability to interact effectively and appropriately with clients, carers, staff and the community

Desirable

7. Demonstrated proficient skill level in the core competencies for Allied Health Assistants, including individual therapy, group therapy, communication of patient information and equipment and environment
8. Demonstrated commitment to lifelong learning through ongoing professional development of self and others
9. Demonstrated ability to participate in the supervision of students
10. Demonstrated conflict resolution and negotiation skills, and a willingness to seek appropriate support/assistance as required

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.