

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Subacute AHA assists health professionals to deliver goal based, patient centered care to patients on the ward and in the community.

Care is provided under the direction of a health professional within the multidisciplinary subacute team, including physiotherapy, occupational therapy, speech therapy, dietetics and social work. The role involves completing a variety of direct and indirect clinical and administrative tasks.

Duties may include and are not restricted to assisting patients to complete exercises and speech programs, assisting patients in performing activities of daily living, assisting to facilitate groups, delivery and set-up of equipment to a consumer's home, maintaining and cleaning of work equipment and areas. This will include weekend and public holiday work, as part of a rotating roster.





Position Details	
Position Title:	Allied Health Assistant
Department	Subacute
Reports to:	Subacute Allied Health Clinical Lead Director Allied Health Executive Director Community Services
Positions Reporting to this role:	Nil
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2021-2025
Position Classification:	Allied Health Assistant (IN29 – IN30)
Position Description last reviewed:	January 2025

Selection Criteria	
Essential:	
Qualifications:	
Relevant qualification in Allied Health Assistance, e.g. Certificate III or IV in Allied Health Assistance, or equivalent or/be working towards the same	
Work with patients and liaise with other team members to facilitate management, safe program delivery and service coordination.	
Implement tasks as directed by an AHP in individual and group settings and provide effective documentation and task specific feedback as required	
Clinically assessing and evaluating client status, monitoring client progress and assisting other team members to ensure individual client goals and objectives are met in a timely manner	
Record client contacts and statistical data as per program requirements	
Assisting in ongoing program development to continuously meet the changing requirements of the subacute ward	
Maintaining a safe and clean work area	



Participate in departmental and organisational meetings as required
Rotating across Community Services departments as required in AHA capacity
As a member of the subacute multidisciplinary team, ensuring the delivery of a best practice, collaboration and inclusivity is upheld
Completion of indirect tasks as requested by health professionals, for example phone calls, modification of equipment, letter writing, administrative tasks
Set-up, organise and/or deliver equipment to meet individual client treatment, group program or home safety needs
Current Australian Driver's License
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time
Desirable:
Previous experience working in a multidisciplinary team
Previous experience working in a subacute setting



Key Accountabilities
Relevant qualification in Allied Health Assistance, e.g. Certificate III or IV in Allied Health Assistance, or equivalent or/be working towards the same
Ability to participate within a multidisciplinary team and be effective when working independently
Commitment to conduct high quality therapy sessions for clients and report any concerns in a timely manner
Ability to interact with clients in a caring and positive way
Well-developed interpersonal, verbal and written communication skills
Computer literacy including experience in Microsoft Office and a willingness to learn new IT platforms
Demonstrated commitment to maintaining safe, clean and effective work areas
Demonstrated ability to follow through with tasks and report
Proven organizational skills with an ability to prioritise and manage a diverse workload
Demonstrated commitment to ongoing professional development

Organisational Responsibilities
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values	
All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships	
Internal	External
Subacute Allied Health, nursing, medical and administrative staff	Community Groups
Community Service Staff	Equipment suppliers
	Other Health Services

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundatio n	Proficien t	Advance d	Highly Advance d
Collaboration 	Inspires direction & purpose	✓			
	Turns challenges into opportunities	✓			
	Communicates effectively	✓			
	Builds relationships	✓			
	Works collaboratively	✓			
Accountability 	Acts with integrity	✓			
	Demonstrates accountability	✓			
	Drives accountability	✓			
	Manages self	✓			
	Promotes innovation	✓			
Respect	Accessible communicator	✓			
	Values difference	✓			
	Consistently articulates direction	✓			
	Empowers others	✓			

 <p>Respect</p>	Respectfully influences	✓			
<p>Excellence</p> 	Delivers results	✓			
	Plans and prioritises	✓			
	Thinks and solves problems	✓			
	Consumer focus	✓			
	Innovation change leader	✓			

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File