

## *Supporting Everyone to be healthy and live well*

### **PURPOSE OF THE ROLE**

The Community Rehabilitation Program (CRP) AHA assists health professionals to deliver client centred care to clients in the CRP. The CRP AHA will work across all CRP streams.

Care is provided under the direction of a health professional within the transdisciplinary CRP team. The role involves completing a variety of direct and indirect clinical and administrative tasks.

Duties may include and are not restricted to, individual and group exercise programs, coordinating program delivery under the direction of program management, sourcing of client requisites, data entry and maintaining the clinical areas.

<b>Position Details</b>	
Position Title:	Allied Health Assistant
Department	Community Rehabilitation
Reports to:	Community Rehabilitation Manager
Positions Reporting to this role:	Nil
FTE:	61.5 hours
Budget:	Core Funding
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2021-2025
Position Classification:	Allied Health Assistant
Position Description last reviewed:	January 2025

<b>Selection Criteria</b>
<b>Essential:</b>
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
Demonstrated experience in providing client therapy interventions, both individually and in groups, under the guidance of transdisciplinary Allied Health professionals, ensuring alignment with program objectives and client needs
Excellent communication skills, fostering effective interactions with clients, families, and colleagues. Able to collaborate with health professionals to manage clients and ensure timely referrals to appropriate services
Demonstrated ability to deliver person-centered care with a positive, compassionate approach, while promptly addressing and reporting client concerns
Proven organisational skills, able to prioritize tasks, manage diverse workloads, and consistently follow through with responsibilities
Satisfactory evidence of; National police check, NDIS Worker Screen, Working with Children's and Vaccination status in line with policy and procedure at this time

**Desirable:**

- Previous experience working in Rehabilitation Programs
- Previous experience working in a Community Services Program

**Key Accountabilities**

- Able to work effectively both within a transdisciplinary team and independently, ensuring high-quality service delivery
- Perform clinical assessments, track client progress, and help develop personalized care plans to support client outcomes. Assist with care coordination for the Better Balance program, including assessments, care plans, admissions, and discharges
- Manage client statistical data entry, contribute to program development and maintenance, and assist with tasks such as managing waiting lists and data-related requests
- Assisting with the management and prioritization of referrals into the CRP, ensuring correct assignment to program streams following the completion of the initial need's assessment
- Providing support or rotating across various Community Services departments as needed in the capacity of an AHA
- Performing any other reasonable and appropriate duties as requested by the Manager of the Community Rehabilitation Program and/or the Executive Director of Community Services

**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

<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do





### Key Relationships

Internal	External
Community Rehabilitation and Community Services staff	Community support groups
Acute and Sub acute medical and nursing staff	Medical services
	Community referral agencies

### 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	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose	✓			
	Turns challenges into opportunities	✓			
	Communicates effectively	✓			
	Builds relationships	✓			
	Works collaboratively	✓			
<b>Accountability</b> 	Acts with integrity	✓			
	Demonstrates accountability	✓			
	Drives accountability	✓			
	Manages self	✓			
	Promotes innovation	✓			
<b>Respect</b> 	Accessible communicator	✓			
	Values difference	✓			
	Consistently articulates direction	✓			
	Empowers others	✓			
	Respectfully influences	✓			
<b>Excellence</b> 	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