

POSITION DESCRIPTION

Allied Health Assistant

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Allied Health Assistant (AHA) assists health professionals to deliver client centered services across the hospital, community and home environments. The role involves completing a variety of direct and indirect care as well as administrative duties under the direction of an Allied Health Professional

Position Details	
Position Title:	NDIS Allied Health Assistant (AHA)
Department	NDIS
Reports to:	NDIS Manager
Positions Reporting to this role:	Nil
FTE:	.42
Budget:	L0124
Enterprise Agreement:	Health and Allied Services
Position Classification:	Allied Health Assistant Grade 2 IN29
Position Description last reviewed:	6/8/2025

Key Accountabilities
Deliver delegated clinical and non-clinical support under the supervision of qualified Allied Health Professionals (AHP)
Promote safe, person-centred care aligned with participants' NDIS goals and health needs
Comply with all relevant clinical, administrative, and organisational policies and procedures
Follow a prescribed program of activity for clients/patients
Provide scripted patient/client education
Conduct basic clinical data collection and/or scripted screening of patients/clients (eg. NDIS intake process)
Record patient/client progress and maintain documents as required
Use communication and interpersonal skills to assist in meeting the needs of patients/clients
Demonstrate a capacity to work flexibly across a broad range of therapeutic and program related activities
Identify patient/client circumstances that need additional input from an AHP
Prioritise work and accept responsibilities for outcomes within the limit of their accountabilities
Assist with the orientation and general supervision of student Allied Health Assistants
Use communication and interpersonal skills to assist in meeting the needs of clients/patients
Work within clearly defined tasks, escalating concerns or uncertainties to supervising AHPs or NDIS Manager

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Complete indirect tasks as requested by AHP including appointment/car bookings, phone calls, modification of equipment, documentation, administrative tasks

Other duties as reasonable and appropriate

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

Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position

Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

<p>Collaboration</p> 	<p>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</p>
<p>Accountability</p> 	<p>Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them</p>
<p>Respect</p> 	<p>Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience</p>
<p>Excellence</p> 	<p>Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do</p>

Key Relationships

Internal	External
AHA works part of a multi-disciplinary team	AHA may liaise with various external and community agencies
Working collaboratively with various allied health professionals, nursing and administrative staff	Interacting with community groups, equipment suppliers, health services and funding bodies
Liaison with other health professionals in relation to patient care and requirements	

Selection Criteria

Essential:

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Qualifications: Relevant qualification in Allied Health Assistant such as Certificate III or VI or equivalent or working towards same
Experience: Has completed a minimum of 80 hours of clinical placement experience (or equivalent)
Ability to participate within a multidisciplinary team and work effectively
Commitment to high quality therapy and report any issues to relevant supervisor
Proven organizational, time management and problem-solving skills
Ability to work with diverse populations in a caring and positive way
Computer literacy using Microsoft office, and other reporting or statistical programs
Well-developed interpersonal, written and verbal communication skills
Demonstrated commitment to professional development
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.
Desirable:
Demonstrated commitment to maintaining safe, clean and effective work areas
Ability to work independently and with others to enable task completion

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