

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 3 IN30
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
Participate in quality improvement activities, audits, or working groups to enhance NDIS service delivery
Complete NDIS intake process and ongoing administrative processes (including liaison with external stakeholders, care coordination and monitoring plan dates)
Progress therapeutic intervention within the delegation set by the AHP
Conduct comprehensive, structured screening of clients to directly assist assessment/management conducted by the AHP
Assist in designing scripted patient/client education
Implement referral procedures in consultation with delegating AHP
Book and utilise interpreters in consultation with delegating AHP for therapeutic intervention
Prioritise their own workload in consultation with the delegating AHP as required
Lead and contribute to quality initiatives, audits, or working groups to enhance NDIS service delivery
Assist in the development of policy and procedure documents
Provide professional development to the AHA workforce

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Assist the AHP with the orientation and general supervision of Grade 1 and Grade 2 AHAs
Lead the orientation and supervision of student AHAs
Complete indirect tasks as requested by AHP including appointment/car bookings, phone calls, modification of equipment, documentation and other 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:	
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
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	

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Selection Criteria

Essential:

Qualifications:

Relevant qualification in Allied Health Assistant such as Certificate III or IV or equivalent or working towards same

Experience:

Has completed a minimum of three years of experience (full-time equivalent) as a Grade 2 AHA (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 organisational, 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 Check and Vaccination status in line with ERH 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