

Position Description

Position Title:	Allied Health Assistant – Allied Health Professional Undergraduate Student (Speech Pathology)
Reports to:	Speech Pathology Manager
Department:	Speech Pathology
Directorate:	Community Care and Mental Health
Cost centre:	N3352
Code & classification:	Allied Health Assistant, Grade 2 (IN29)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Allied Health Professional Student Allied Health Assistant (AHPSAHA) reports directly to the Speech Pathology Manager within the Speech Pathology Department. The AHPSAHA assists the Speech Pathologists to deliver patient centred services within GV Health, works under the direction of Speech Pathologists and are integral to the delivery of Speech Pathology services within GV Health. The AHPSAHA works with the relevant discipline for their undergraduate study in a discipline specific or multidisciplinary team, and is supported to further develop relevant skills as part of their professional development as a student. The AHPSAHA may also work with other allied health disciplines by mutual agreement. The AHPSAHA will work with patients in the acute or subacute services and participate in individual and group therapies. The role involves completing a variety of direct and indirect clinical and administrative tasks.

This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Complete individual therapy programs as directed by the Speech Pathologist
- Facilitate or assist with therapy groups – including inpatient and outpatient groups, inclusive of equipment organisation, set up and pack up and delivering group therapy program
- Complete documentation and statistical information of clinical input in line with GV Health and departmental policies

- Provide appropriate and relevant feedback to the responsible health professional in line with GV Health and departmental policies
- Equipment management – stock take, ordering, preparing, cleaning and patient delivery of equipment as delegated by Speech Pathologists
- Administrative tasks – photocopying, collating files, discharge paperwork and processing, complete time tables/schedules and cleaning therapy spaces
- Assist with the supervision of work experience and VETiS students, as directed
- Participate in regular mentoring and clinical supervision with designated Speech Pathologist
- Attendance at Allied Health Assistant (AHA) meetings and other departmental meetings depending on clinical area rostered to
- Provide a high-quality service to patients and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Carry out duties per the relevant duty routines or as requested by the relevant manager or their delegated supervisor for AHAs.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Current enrolment in a professional entry level allied health professional qualification. Evidence of enrolment and transcript of results for all previous years of study towards this course must be submitted with application. Eligibility for Certified Practicing membership of Speech Pathology Australia must be demonstrated and maintained in accordance with GV Health credentialing procedures.
- Completion of sufficient clinical placement hours to meet requirements of qualified AHA classification

Essential:

- Well-developed interpersonal skills to work with patients, their families and professionals
- Excellent time management skills and organisation skills and a high degree of flexibility.
- Strong communication skills, including the ability to communicate effectively in writing, verbally and non-verbally
- Ability to work independently (with speech pathologist direction) and at times with minimal supervision
- Ability to work collaboratively as part of an interdisciplinary team
- Ability to follow instructions and take direction and feedback from health professionals
- Good computer literacy skills

Desirable:

- Prior knowledge or experience of the Speech Pathology role
- Currently studying Speech Pathology
- Well-developed understanding of regional health service delivery

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Working within scope of practice under direct or indirect supervision from a speech pathologist

- Attendance and active participation at meetings as required
- Attendance and active participation in your supervision program
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- 100% compliance with GV Health's mandatory training requirements
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Active participation in the Performance and Development Review process
- Data reporting is completed within agreed timeframes, e.g. ABC data
- Completion of correspondence to service providers to communicate client plans and outcomes in a timely manner.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care and Mental Health**Allied Health Assistant – Allied Health
Professional Undergraduate Student (Speech
Pathology)**

Reviewed by:

Samantha Heriz

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ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)