

# Position Description

<b>Position Title:</b>	Allied Health Assistant
<b>Operationally Reports to:</b>	HIP Paediatrics Manager
<b>Professionally Reports to:</b>	HIP Paediatrics Manager
<b>Department:</b>	Victorian Paediatric Rehabilitation Service (VPRS)
<b>Directorate:</b>	Community Care & Mental Health
<b>Cost centre:</b>	F0753
<b>Code &amp; classification:</b>	Allied Health Assistant Grade 2 (IN29)
<b>Employment conditions:</b>	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

Victorian Paediatric Rehabilitation Service Goulburn Valley (VPRS-GV) is a specialist assessment and treatment service for children and adolescents who as a result of injury, medical/surgical intervention, or functional impairment, will benefit from a program of developmentally appropriate, time-limited, goal-focused, multidisciplinary rehabilitation. In addition, it provides long term monitoring and review for children and adolescents until the age of 18 years.

The Allied Health Assistant (AHA) assists health professionals to deliver client centred services across the hospital, community and home environments.

The role involves completing a variety of direct and indirect clinical and administrative tasks. The AHA may assist a client to complete an exercise program or activity of daily living, assist with facilitating a group program, order, clean and manage delivery of equipment and assist with the management of new referrals and coordination of multi-disciplinary clinics.

The AHA will report directly to the HIP Paediatrics Manager and work under the direction of allied health professionals including physiotherapists, occupational therapists, speech pathologists and social workers. 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 therapy programs (exercise or activity) as directed by the health professional
- Facilitate or assist with therapy groups – including inpatient and outpatient groups, rehabilitation and hydrotherapy – equipment organisation, set-up and pack and delivering group therapy program

- Complete documentation and statistical information of clinical input in line with GV Health and departmental policies
- Equipment management – stocktake, ordering, preparing, cleaning and patient delivery of equipment
- Administrative tasks – photocopying, collating files, discharge paperwork and processing, completing timetables/schedules and cleaning therapy spaces
- Assist with the supervision of work experience, AHA and VETis student programs
- Participate in regular mentoring and clinical supervision with a health professional (minimum of monthly attendance)
- Participate in regular departmental in-services & education programs
- Attendance at Allied Health Assistant meetings and other departmental meetings as required
- Provide a high-quality service to internal customers 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 as per the relevant duty routines or as requested by the department manager
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.

---

## **KEY SELECTION CRITERIA**

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

- Certificate III or IV in Allied Health Assistance (or working towards same), or equivalent from a registered training organisation or tertiary equivalent

### **Essential:**

- Excellent interpersonal and verbal communication skills, including the ability to communicate effectively with other staff, patients and families
- Ability to work independently (with guidance) 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 organisational skills with the ability to prioritise and manage a diverse workload
- Commitment to ongoing professional development, learning and mentoring
- Good computer literacy skills

### **Desirable:**

- Experience working as an Allied Health Assistant in either a hospital, aged care or community setting
- Proficiency in a language other than English.

---

## **KEY PERFORMANCE INDICATORS**

- Working within scope of practice under direct or indirect supervision from Allied Health Professionals
- Statistics and data collections are completed and submitted in a timely manner
- Attendance and active participation at meetings as required

- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
  - Active participation in the clinical supervision program
  - Active participation in the Performance and Development Review (PDR) process
- 

#### **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 to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS) clearance checks, Aged Care screening requirements.
- 

#### **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 & Mental Health	Allied Health Assistant Grade 2
<b>Reviewed by:</b>	HIP Paediatrics Manager
<b>Issue Date:</b>	December 2025

---

## 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](#)