

# Position Description

<b>Position Title:</b>	Allied Health Assistant – Neurodevelopmental Psychiatry Clinic
<b>Reports to:</b>	Manager – Infant, Child and Youth Mental Health & Wellbeing Service
<b>Department:</b>	Infant, Child and Youth Mental Health & Wellbeing Service
<b>Directorate:</b>	Community Care & Mental Health & Chief Allied Health Officer
<b>Cost centre:</b>	H0503
<b>Code &amp; classification:</b>	Allied Health Assistant, Grade 2 (AJ97)
<b>Employment conditions:</b>	Victorian Public Mental Health Services Enterprise Agreement 2025 – 2028 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

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**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).

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## POSITION SUMMARY

The role of the Allied Health Assistant is positioned within the Neurodevelopmental Psychiatry Clinic (NPC) within the Infant, Child & Youth Mental Health, & Wellbeing Service (ICYMHS) within GV Area Mental Health Services. The role will support Mental Health Clinicians with administration and simple clinical functions associated with undertaking Autism Spectrum Disorder (ASD) Assessments.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Undertaking administration functions associated with coordination of consumer appointments inclusive of; making bookings, liaising with consumers, families and clinicians.
- Providing clinical support to the NPC clinic to undertake assessments including observing Autism Spectrum Assessments, note taking, completing of screening assessment, and developmental interviews.
- Assistance with scoring, summarising, interpretation, and writing of assessments.
- Complete documentation and statistical information of clinical input in line with GV Health and departmental policies
- Administrative tasks – photocopying, collating files, discharge paperwork and processing, complete time tables/schedules and cleaning therapy spaces.
- Attendance at relevant CAMHS 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.

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards

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## **KEY SELECTION CRITERIA**

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

- Qualified Allied Health Assistant or 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.

### **Essential:**

- Completion of minimum 80 hours clinical placement to meet requirements of qualified AHA classification
- Demonstrated well-developed time management and problem-solving skills, and the ability to prioritise tasks
- Sound interpersonal and verbal communication skills, including the ability to communicate effectively with other staff, patients and families, follow instructions and take direction and feedback from health professionals.
- Ability to work independently (with guidance) with minimal supervision

### **Desirable:**

- Relevant knowledge and experience of working with children and families
- Working knowledge of Autism and Autism Spectrum Disorders

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful:**

- Development and maintaining of collaborative relationships with all other teams and professionals;
- 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;
- Working within scope of practice under direct or indirect supervision from an Allied Health Professional
- Contributing to the overall completion of increased ASD assessments by the NPC clinic.

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## **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), Aged Care screening requirements.
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**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.

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**Community Care & Mental Health & Chief Allied Health Officer****Allied Health Assistant – Neurodevelopmental Psychiatry Clinic**

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**Reviewed by:****Manager – Infant, Child and Youth Mental Health & Wellbeing Service**

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**Issue Date:****April 2026**

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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.

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## OUR PURPOSE

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

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## 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](#)

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## 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](#)

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## 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](#)