

Position Description

Position Title:	Allied Health Assistant
Reports to:	Manager Occupational Therapy
Department:	Occupational Therapy
Directorate:	Community Care & Mental Health
Cost centre:	N2702
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 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 Assistant (AHA) assists health professionals to deliver client centred services across the hospital, community and home environments. The AHA works across a variety of inpatient and non-admitted patient services. 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 co-ordination of resources required for health professionals and clients.

AHAs work under the direction of health professionals including Physiotherapists, Podiatrists, Occupational Therapists (OT), Speech Pathologists, Dietitians, Social Workers and Registered Nurses. This position provides support to the OT department, working predominantly with OTs on the sub-acute and acute wards.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Complete therapy programs (exercise or activity) as directed by the health professional
- Facilitate or assist with therapy groups – including upper limb group, breakfast group and others – patient information, booking, equipment organisation, set up and pack up and delivering group therapy program
- Provision of equipment and instructions of use as per direction of the Occupational Therapist
- 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, complete time tables/schedules and cleaning therapy spaces

- Assist with work experience, AHA and VETiS student's programs
 - Participate in regular mentoring and clinical supervision with health professional (minimum of monthly attendance)
 - Attendance at Allied Health Assistant meetings and other departmental meetings depending on rotation
 - Assist the organisation in achieving clinical effectiveness, including audits, by providing the appropriate systems, information or services to clinical areas
 - Carry out duties as per the relevant duty routines
 - Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
-

KEY SELECTION CRITERIA

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

- Minimum qualification of Certificate III in Allied Health Assistance (including Nutrition & Dietetics Module) from a registered training organisation or a tertiary equivalent

Essential:

- Excellent interpersonal and verbal communication skills, including the ability to communicate effectively with other staff, patients and families
- Ability to complete prescribed tasks independently (within the guidance/supervision of a health professional)
- 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 and mentoring
- Good computer literacy skills
- Current full driver's licence

Desirable:

- Minimum of 12 months experience working as an Allied Health Assistant in either a hospital, aged care or community setting
-

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Working within scope of practice under direct or indirect supervision from an Allied Health Professional
 - Comprehensive and regular patient intervention data input, utilising ABC or related data collection methods
 - Active participation in clinical supervision
 - Attendance and active participation at meetings as required
 - Active participation in the Performance and Development Review process
 - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
-

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of 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;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- 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 and maintain all 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;
- Comply with requirements of the 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 Victorian 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 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
Reviewed by:	Manger – Occupational Therapy
Issue Date:	May 2026

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](#)