



<b>POSITION DESCRIPTION – Allied Health Assistant</b>
<b>Part 1 – Expectations for Your Role</b>

<b>Position</b>	Allied Health Assistant
<b>Service / Program</b>	Primary Care
<b>Industrial Instrument</b>	HSUA 1&5 - Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multi Enterprise Agreement 2018-2022
<b>Instrument Classification</b>	Grade 1
<b>Reports to</b>	Team Leader, Physiotherapy and Exercise Physiology
<b>Effective Date</b>	March 2025

### Key Deliverables

The Allied Health Assistant (AHA) will work closely under the direction and guidance of Allied Health professionals (AHP) to:

- Support comprehensive health assessments and group screening assessments
- Assist with implementation, running, and evaluation of group exercise programmes
- Contribute to the program's development and continuous quality improvements
- Understand issues impacting upon customers health
- Support customers with their goals and care plans to address these issues
- Action appropriate referrals to other health professionals and/or services as detailed in the plan
- Support customers to reduce barriers to initiating and maintaining involvement with health professionals or services
- Feedback and report customers health outcomes and status to the supervising AHP
- Understand the programs funding sources and requirements
- Assist with customer and group administration activities
- Ensure equipment and resources are safely used and maintained in good condition
- Comply with infection control policies and procedures
- Participate in supervision
- Participate and contribute to team activities including meetings for the Health and Wellness team and Each staff meetings
- Monitor timelines, data collection, evaluation and reporting requirements
- Ensure services are customer focused and of high quality that comply with Quality and Compliance standards and evidence based, best practice care
- Maintain accurate customer records with completion of all documents in a timely and accurate manner in accordance with organisational standards.



## Skills

- Ability to work autonomously and as part of a team
- Ability to develop and nurture positive relationships
- Effective communication skills
- Good time management and organisational skills
- Well-developed computer skills and experience using MC Office suite applications
- Confident using MS Office Suite applications

## Experience and Knowledge

- Experience delivering prescribed activity programs and exercise groups
- Demonstrated experience working as an Allied Health Assistant or equivalent health care experience in Aged Care and/or community settings
- Knowledge of the needs of people from diverse backgrounds, CALD community and particularly older frail people
- An understanding of community health service provision, the primary care environment and the principles of chronic disease self-management (desirable)

## Qualification/registrations/licences

- Completion of a Criminal History Check and Employee Working With Children Check (or State equivalent) prior to commencement of employment
- A cleared National Worker Screening Check prior to commencement of employment
- Current state-based driver's license

## Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally for recruitment and onboarding activities.



**POSITION DESCRIPTION – Employee**

**Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement. We care. We listen. We learn. We deliver – Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

Each employee is responsible for their health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.



## **Key Selection Criteria**

### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).

### Expected Behaviours for ALL Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensures Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.