

Employee Position Description

| Position Details | | | | |
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| Position Title: Allied Health Assistant | Department: Physiotherapy | Agreement: Victorian Stand-Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026 | | |
| Reports To: Manager Physiotherapy | Location: All sites but predominately based at Doncaster or North Balwyn | | | |
| Direct Reports: Nil | Employment Status: Permanent part-time | Classification: Grade 2 (Year as per EBA) | | |
| Position Primary Purpose | | | | |
| <p>To deliver clinical services and administrative support within the Physiotherapy team across multiple revenue streams relevant to community-based Physiotherapy services to clients. The role is expected to foster an environment that reflects consumer and person-centred care focus. This includes working with clients and carers to assist them to achieve their disability and health related goals, using a multidisciplinary team approach.</p> <p>The role requires excellent administrative, IT, organizational and communication skills, the ability to work independently, a willingness to work across Access Health and Community sites as well as in an outreach capacity and a commitment to improving the way health services are delivered for clients and consumers.</p> | | | | |
| Decision Making Authority | Key Relationships | | | |
| <p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Decisions pertaining to clinical service delivery where significant risk to client or staff is not identified. | <p>Internal</p> <ul style="list-style-type: none"> Physiotherapy Manager Managers in Allied Health Senior Manager Allied Health Senior Clinicians in Allied Health Physiotherapists Senior Allied Health Assistants Allied Health Assistants Volunteers Service Connection and Customer Service team <p style="text-align: right;">Colleagues in Allied Health, Mental Health, Child and Family, Dental, Medical and Community Service teams</p> | | | |
| <p><i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i></p> | | | | |
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| Key Accountabilities | |
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| Focus Areas | Responsibilities |
| Provision of Clinical Services | <ul style="list-style-type: none"> • Provide a wide range of activities to support the physiotherapy program including but not limited to collection and preparation of equipment, maintaining client contact details, supporting documentation and billing processes • Physiotherapy interventions under the delegation of physiotherapists in either group or individual sessions located in the clinic or community settings • Provision of individual and group maintenance exercise programs, overseen by physiotherapists • Provide timely feedback to Physiotherapy staff regarding client therapy and support provision including consultation on the need for progression of activities or need for additional input from relevant team members • Report any changes in client status to the treating Physiotherapist promptly and/or to relevant care provider to minimise potential adverse effects • Demonstrate current clinical knowledge and an understanding of evidence-based practice in relevant therapy/service area • Work collaboratively with clients, families/carers and other providers to ensure therapy and supports reflects a consumer and person-centred care focus • Demonstrate a capacity to work flexibly across a broad range of therapeutic and program related activities. • Prioritise work and accept responsibility for outcomes within the limit of their accountabilities • Proactively identify own educational needs and form networks to ensure practice maintained at benchmark level • Demonstrate operational understanding of relevant funding streams and implications for care delivery • Be aware of and compliant with documentation, record keeping and administrative requirements of all funding streams, legislation and Access Health and Community policies and procedures relevant to community-based Physiotherapy • Partner with consumers to deliver care ensuring compliance with National Safety and Quality Standards, relevant government and funding stream requirements and Access Health and Community policies and procedures • Have a demonstrated application of contemporary infection control standards and practices • Contributes to improvement by identifying strengths and weaknesses of current processes • Understand roles and interdependencies of other departments and divisions at Access Health and Community |
| Professional development and supervision | <ul style="list-style-type: none"> • Maintain and develop Scope of Practice and Competency requirements for the role. • Engage in and support the Supervision framework for the AHA team. • Contribute to the delivery, planning and coordination of practical placements and supervision of AHA students, volunteers and allied health professionals as required |

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| | <ul style="list-style-type: none"> • Demonstrate commitment to continuous professional development and quality improvement • Participate in research activities and quality improvement activities as instructed by Senior AHA or Physiotherapy Manager. |
| Health Promotion | <ul style="list-style-type: none"> • Support the organisation and delivery of community education sessions to other agencies to promote the services delivered by the team. • Contribute to the provision of health promotion and prevention strategies to individual clients and their families. • Identify and target services to those most at risk. |
| AccessHC Values | <ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation</i> and <i>Excellence</i>. |
| Governance and Compliance | <ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service. |
| Workplace Health and Safety | <ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. • Works collaboratively within and outside the team |

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| Selection Criteria | |
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| <p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check • Working With Children Check • Driver's Licence • NDIS Screening Check <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Certificate IV Allied Health Assistant or relevant work experience, training and education • Clinical skills and experience in the delivery of group and individual Physiotherapy AHA services for community and clinic-based clients • Strong interpersonal, written and verbal communication skills • Demonstrated ability to work collaboratively in a multi-disciplinary service and team environment, with onsite or remote supervision • Skills and experience in the delivery of Physiotherapy AHA services with any one of the following: neurological, disability, geriatric or musculo-skeletal diagnosis | <p>Attributes</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • High level of accuracy and attention to detail • Strong analytical and problem-solving skills • Demonstrated ability to work in a team environment • Proficiency in Microsoft Office and relevant software applications • Well-developed presentation and report writing skills • Demonstrated behaviours consistent with AccessHC values |
| <p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.</i></p> | |
| Authorisations | |
| <p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p> | <p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p> |

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