

Employee Position Description

Position Details		
Position Title: Allied Health Assistant – Child and Family Service	Department: Child and Family Services	Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022-2026)
Reports To: Manager Child & Family Services & various Allied Health professionals relevant to clinical services delivery	Location: Will be required to work across CFT sites in the Inner East' primarily based at Doncaster, North Balwyn and/or Ashburton	
Direct Reports: Nil	Employment Status: Permanent Fulltime	Classification: Grade 2 Year 1
Position Primary Purpose		
<p>To provide allied health assistance as part of a team who specialise in the development and wellbeing of children including support with individual or group treatment sessions under the supervision of an appropriately qualified allied health professional.</p> <p>This position will support clinicians, children and families from a variety of funding sources including NDIS, Community Health, HACC and other block funded programs.</p>		
Decision Making Authority		Key Relationships
Decisions made independent of Manager <ul style="list-style-type: none"> Completion of tasks delegated by allied health clinicians and education staff Administrative tasks 		Internal <ul style="list-style-type: none"> Senior Manager Child and Family Services Managers - Child and Family Services Allied Health Clinicians in the Child and Family Team NDIS Liaison Support Staff Child and Family Intake team staff Reception

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.

	External <ul style="list-style-type: none"> • Maternal Child Health Nurses • Preschool Field Officers • GPs and Paediatricians • Clients and families • NDIS partners • NDIA • DHHS • Education providers • LGA • ECIA • AHPRA • Professional Associations • Peer Support Networks • Primary Health Care providers • Private practitioners
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Key Accountabilities	
Focus Areas	Responsibilities
Service Delivery & Development	<ul style="list-style-type: none"> • Assist with individual and group therapy programs under direct supervision of an allied health professional or educator, including administrative support to group programs. • Assist with set up and pack for individual and group sessions. • Maintain client management system for clients as required. • Monitor and document session outcomes. Communicate session outcomes with supervising allied health professional and educator. • Ensure a safe and clean work environment according to infection control and best practice standards. • Complete resource preparation under allied health professional instruction. • Work collaboratively as part of a team to ensure client centred care.
Administrative Tasks	<ul style="list-style-type: none"> • Record daily statistics for client contacts. • Complete equipment ordering, tracking, maintenance, collection and cleaning as required. • Undertake administrative tasks associated with processing payments for appointments and scanning client documents. • Develop information and training resources for clients in conjunction with the allied health professional or educator. • Assist the organisation and administration of audits and surveys. • Participate in team, organisational and stakeholder meetings as relevant to the position. • Assist with the production of resources and brochures for the allied health teams.
Participation in the development of the Child and Family Services Program to achieve Access Health and Communities Vision for Excellence	<ul style="list-style-type: none"> • Be an active participant in the ongoing development of the Child and Family team plan. • Ensure up-to-date sector knowledge including NDIS, DET and other Community Health Services.
Professional Development & Other	<ul style="list-style-type: none"> • Actively participate in relevant continuing professional development as required for maintenance of registration and role • Develop and maintain Scope of Practice and Competency requirements for your role • Actively participate in case conferences, reflective practice and supervision to maintain high quality professional skills.

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Key Accountabilities	
Focus Areas	Responsibilities
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.

Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> Police Check International Police Check Working with Children Check NDIS Worker Check Professional Registration Medicare Registration Provider Number Driver's Licence <p>Key selection criteria items</p> <ul style="list-style-type: none"> Experience working with children and families in a health or community-based setting Demonstrate some knowledge of typical and atypical childhood development in order to understand the child's developmental delay or disability. Experience in the delivery of AHA services and programs Demonstrated ability to work collaboratively in a multi-disciplinary service and team environment, with onsite or remote supervision Proficiency in Microsoft Office and relevant software applications 	<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

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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.

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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