

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies

and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Allied Health Assistant – Community Therapy Services (CTS) Broadmeadows Hospital
Business Unit/Division:	Allied Health
Award Agreement:	Health and Allied Services, Managers and Administrative
Classification:	Allied Health Assistant IN29 - IN30
Employment Type:	Permanent Part Time 0.37 EFT (27.8 hrs / 4 days per fortnight)
Reports to:	Associate Director of Allied Health - Occupational Therapy and Hand Therapy Occupational Therapy Clinical Leader Senior Clinician or Grade 2 supervising Allied Health clinicians
Date Prepared/Updated:	January 2026

ROLE STATEMENT

General Role Statement:

To provide high quality client care under the supervision of Allied Health Clinicians within the Community Therapy Service at Broadmeadows Hospital. This multidisciplinary role supports the Occupational Therapy and Physiotherapy teams. The AHA will provide individual and group-based therapy, and complete administrative tasks as required by the Allied Health disciplines. Assisting with the maintenance and cleaning of equipment is also a requirement of this role, along with providing home-based therapy to suitable clients.

As a member of Northern Health, the Allied Health Assistant will be required to participate in regular supervision and be actively involved and contribute toward quality improvement projects. Staff will be required to be flexible to travel and work across the various Northern Health campuses, programs, and partner organisations to meet changing operational demands. Compliance with mandatory training is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.

This position is responsible for:

- Completion of required competencies, credentialing and professional development
- Supervise Allied Health Assistant students

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.

- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Actively participates in assigned portfolios, working groups, committees, etc.
- Promotes a safe environment, eliminating harm to patients and staff
- Actively engages in the wider multidisciplinary team, promoting team work and respect
- Demonstrates positive role modelling on a day to day basis
- Participate in staff meetings as requested

Strategic and Project Management Leadership

- Actively participates in quality improvement initiatives across Northern Health
- Actively engages consumers in service improvement activities as per the NH Consumer Participation and Patient Experience Framework
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

- Supports the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participates in local and organisational wide education, activities, initiatives

Diversity and Inclusion

- Conducts self in a way that is respectful of others
- Supports achievement of Northern Health's Cultural Responsiveness Plan
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engages in the organisational change process
- Promotes a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Displays an innovative mind-set
- Commitment to ongoing professional development

Role Responsibilities

Clinical Practice:

- Demonstrate a client centred focus in the provision of care
- Implement appropriate intervention as agreed, under the supervision of an Allied Health clinician (e.g. supervising established programs for individual clients)

- Assists clinicians and clients in group programs, including the ability to monitor respiratory, oxygen saturation and heart rates pre and post exercise/ambulation
- Demonstrate ability to identify client circumstances that require additional input from the Allied Health clinician
- Communicate with the interdisciplinary team members to ensure coordinated and best practice care. (e.g. provide feedback regarding client progress and changes)
- Provide education to clients and their carers to support Allied Health clinician interventions (e.g. falls prevention, energy conservation)
- Review, monitor and modify treatment plans within the parameters defined by the therapist
- Ability to manage a varied caseload with an appropriate level of supervision
- Set up therapy materials/equipment and areas as required
- Conduct home visits under the direction of an Allied Health clinician with the purpose of setting up and/or practicing with a piece of equipment, and/or following a treatment plan
- Book cars and interpreters to support clinical care as required
- Attend clinical meetings as required
- Demonstrate an understanding of, follow and implement occupational health and safety guidelines.
- Have knowledge and appreciation of culturally and linguistically diverse communities (CALD)
- Use interpreters with non-English-speaking clients as required.
- Document information relating to clients under the supervision and direction of a therapist
- Complies with OH&S and infection control guidelines for all manual handling and equipment.

Organisational/Business Skills:

- Able to respond to referrals within agreed time frames
- Able to prioritise caseload with assistance of Allied Health Team
- Record computer-based statistical data as required by the programs
- Able to participate in multi- and inter-disciplinary teams
- Maintain an understanding of the organisational structure as it relates to client care
- Able to liaise with the Allied Health team to co-ordinate and communicate leave
- Participate in quality improvement and accreditation processes
- Maintain written records as set out in relevant policy

Teaching/Research/Training:

- Complete all mandatory training within relevant guidelines
- Supervise allied health assistant students on professional placements.
- Actively participate in credentialing processes to ensure safe, effective care delivery
- Participate in in-service training, including presenting where appropriate
- Contribute towards education for entry level allied health students as part of orientation or other programs (as requested by allied health staff).

Maintenance of Equipment and Resources:

- Take responsibility to ensure equipment is safe and well maintained and take action to arrange repairs.
- Order and coordinate stock as required in consultation with Allied Health
- Ensure safe and tidy organisation of equipment and assist with general departmental tidiness
- Able to deliver/transport equipment as required
- Source/research equipment required as directed by Allied Health staff

Professional Responsibilities:

- Active participation in regular supervision with documented learning objectives as outlined in Northern Health Allied Health supervision framework

- Utilise opportunities to develop a professional knowledge and skill base
- Demonstrate commitment to professional development, through maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses and willingness to share knowledge and information with colleagues
- Actively participate in a department committee or cohort allocated to the position
- Assume extra responsibilities as directed by relevant Clinical Leaders and Associate Directors
- Complete necessary units from the competency package available at Northern Health. Units will be identified in conjunction with the Associate Director – Allied Health, Clinical Leader and Supervisor and will be specific to the role.
- Organise and participate in supervised clinical sessions
- Able to provide education and advocacy to others regarding AHA role
- Engage in annual performance review

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Certificate IV in Allied Health Assistance (or equivalent AH qualification)
- Current Australian Drivers Licence
- Current National Police and Working with Children History Check
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health

Experience:

- Minimum of 3 years' experience working as an Allied Health Assistant to be eligible for Grade 3

Knowledge, Skills and Behaviours

- Clinical experience working in a community setting
- Experience working with Clinicians in Occupational Therapy or Physiotherapy
- Demonstrated ability to prioritise and manage competing demands
- Demonstrated ability to work independently within Allied Health Assistant scope of practice and seek advice/support when required
- Supervise allied health assistant students or professional placements as required
- Demonstrated negotiation and effective interpersonal skills
- Demonstrated effective verbal and written communication skills
- Competent computer skills particular in email, excel, word, internet use and ability to learn Northern Health specific IT programs
- Ability to swim is also required to assist with hydrotherapy sessions

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date:

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services

- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

POSITION DESCRIPTION

Position Title:	Allied Health Assistant – Community Therapy Services (CTS) Craigieburn Community Hospital
Business Unit/Division:	Allied Health
Award Agreement:	Health and Allied Services, Managers and Administrative
Classification:	Allied Health Assistant IN29 - IN30
Employment Type:	Permanent Part Time 0.60 EFT (45.6 hours / 6 days per fortnight)
Reports to:	Associate Director of Allied Health - Occupational Therapy and Hand Therapy Occupational Therapy Clinical Leader Senior Clinician or Grade 2 supervising Allied Health clinicians
Date Prepared/Updated:	January 2026

ROLE STATEMENT

General Role Statement:

To provide high quality client care under the supervision of Allied Health Clinicians within the Community Therapy Service at Craigieburn Community Hospital. This multidisciplinary role supports the Occupational Therapy and Physiotherapy teams. The AHA will provide individual and group-based therapy, and complete administrative tasks as required by the Allied Health disciplines. Assisting with the maintenance and cleaning of equipment is also a requirement of this role, along with providing home-based therapy to suitable clients.

As a member of Northern Health, the Allied Health Assistant will be required to participate in regular supervision and be actively involved and contribute toward quality improvement projects. Staff will be required to be flexible to travel and work across the various Northern Health campuses, programs, and partner organisations to meet changing operational demands. Compliance with mandatory training is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.

This position is responsible for:

- Completion of required competencies, credentialing and professional development
- Supervise Allied Health Assistant students

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Actively participates in assigned portfolios, working groups, committees, etc.
- Promotes a safe environment, eliminating harm to patients and staff
- Actively engages in the wider multidisciplinary team, promoting team work and respect
- Demonstrates positive role modelling on a day to day basis
- Participate in staff meetings as requested

Strategic and Project Management Leadership

- Actively participates in quality improvement initiatives across Northern Health
- Actively engages consumers in service improvement activities as per the NH Consumer Participation and Patient Experience Framework
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

- Supports the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participates in local and organisational wide education, activities, initiatives

Diversity and Inclusion

- Conducts self in a way that is respectful of others
- Supports achievement of Northern Health's Cultural Responsiveness Plan

- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engages in the organisational change process
- Promotes a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Displays an innovative mind-set
- Commitment to ongoing professional development

Role Responsibilities***Clinical Practice:***

- Demonstrate a client centred focus in the provision of care
- Implement appropriate intervention as agreed, under the supervision of an Allied Health clinician (e.g. supervising established programs for individual clients)
- Assists clinicians and clients in group programs, including the ability to monitor respiratory, oxygen saturation and heart rates pre and post exercise/ambulation
- Demonstrate ability to identify client circumstances that require additional input from the Allied Health clinician
- Communicate with the interdisciplinary team members to ensure coordinated and best practice care. (e.g. provide feedback regarding client progress and changes)
- Provide education to clients and their carers to support Allied Health clinician interventions (e.g. falls prevention, energy conservation)
- Review, monitor and modify treatment plans within the parameters defined by the therapist
- Ability to manage a varied caseload with an appropriate level of supervision
- Set up therapy materials/equipment and areas as required
- Conduct home visits under the direction of an Allied Health clinician with the purpose of setting up and/or practicing with a piece of equipment, and/or following a treatment plan
- Book cars and interpreters to support clinical care as required
- Attend clinical meetings as required
- Demonstrate an understanding of, follow and implement occupational health and safety guidelines.
- Have knowledge and appreciation of culturally and linguistically diverse communities (CALD)
- Use interpreters with non-English-speaking clients as required.
- Document information relating to clients under the supervision and direction of a therapist
- Complies with OH&S and infection control guidelines for all manual handling and equipment.

Organisational/Business Skills:

- Able to respond to referrals within agreed time frames
- Able to prioritise caseload with assistance of Allied Health Team
- Record computer-based statistical data as required by the programs
- Able to participate in multi- and inter-disciplinary teams
- Maintain an understanding of the organisational structure as it relates to client care
- Able to liaise with the Allied Health team to co-ordinate and communicate leave
- Participate in quality improvement and accreditation processes
- Maintain written records as set out in relevant policy

Teaching/Research/Training:

- Complete all mandatory training within relevant guidelines
- Supervise allied health assistant students on professional placements.
- Actively participate in credentialing processes to ensure safe, effective care delivery

- Participate in in-service training, including presenting where appropriate
- Contribute towards education for entry level allied health students as part of orientation or other programs (as requested by allied health staff).

Maintenance of Equipment and Resources:

- Take responsibility to ensure equipment is safe and well maintained and take action to arrange repairs.
- Order and coordinate stock as required in consultation with Allied Health
- Ensure safe and tidy organisation of equipment and assist with general departmental tidiness
- Able to deliver/transport equipment as required
- Source/research equipment required as directed by Allied Health staff

Professional Responsibilities:

- Active participation in regular supervision with documented learning objectives as outlined in Northern Health Allied Health supervision framework
- Utilise opportunities to develop a professional knowledge and skill base
- Demonstrate commitment to professional development, through maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses and willingness to share knowledge and information with colleagues
- Actively participate in a department committee or cohort allocated to the position
- Assume extra responsibilities as directed by relevant Clinical Leaders and Associate Directors
- Complete necessary units from the competency package available at Northern Health. Units will be identified in conjunction with the Associate Director – Allied Health, Clinical Leader and Supervisor and will be specific to the role.
- Organise and participate in supervised clinical sessions
- Able to provide education and advocacy to others regarding AHA role
- Engage in annual performance review

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Certificate IV in Allied Health Assistance (or equivalent AH qualification)
- Current Australian Drivers Licence
- Current National Police and Working with Children History Check
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health

Experience:

- Minimum of 3 years' experience working as an Allied Health Assistant to be eligible for Grade 3

Knowledge, Skills and Behaviours

- Clinical experience working in a community setting
- Experience working with Clinicians in Occupational Therapy or Physiotherapy
- Demonstrated ability to prioritise and manage competing demands

- Demonstrated ability to work independently within Allied Health Assistant scope of practice and seek advice/support when required
- Supervise allied health assistant students or professional placements as required
- Demonstrated negotiation and effective interpersonal skills
- Demonstrated effective verbal and written communication skills
- Competent computer skills particular in email, excel, word, internet use and ability to learn Northern Health specific IT programs

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date:

--	--

--	--

--	--	--	--

