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| Grade 1 Allied Health Assistant (Allied Health Trainee) |
| Position description template |
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# Introduction

Use this position description template when hiring Grade 1 allied health assistants, unqualified allied health assistants or allied health trainees.

You can use this position description as part of your local recruitment. Cross-reference it with your existing position descriptions to ensure consistency.

Registered training organisations (RTOs) may choose to use this position description as a teaching tool to describe possible employment opportunities to students.

You can use this with the:

* *Allied health assistant interview guide*
* *RTO pre-training review* – has questions you can use in interviews for this role.

# Instructions

Adapt this template to suit your workplace and sector needs.

Instructions, including where you may need to add or edit text, are in square brackets and green text [like so]. Delete all instructions in your final position description.

The section titles and listed activities are starting points for you to edit to give you a position description that meets your recruitment needs.

# Position description

| Position detail | Description |
| --- | --- |
| Position title | [Insert position title] |
| Grade or classification | Grade 1 Allied Health Assistant or Allied Health Trainee |
| Reports to | [If relevant, insert program, profession or reporting line] |
| Department | [If relevant, insert department] |
| Service description | [Insert description of your service or program. This may include workplace mission, values, vision, locations or ‘what we do’] |

## Role description and purpose

* Provide safe, evidence-based, person-centred care and supports under the direct supervision and delegation of an allied health professional (AHP)
* Give non-clinical support to the allied health team or department
* Display a commitment to ongoing learning, including completing an allied health assistant qualification in line with Victorian Government traineeship pathways. See the [Victorian Skills Gateway’s Apprenticeships and traineeships web page](https://www.skills.vic.gov.au/s/apprenticeships-and-traineeships) <https://www.skills.vic.gov.au/s/apprenticeships-and-traineeships>

## Responsibilities, accountabilities, key results area or key performance indicators

[**Instruction**: Select one of the following as the section and column heading or use your own:

* Responsibilities
* Accountabilities
* Key results area
* Key performance indicators]

| Responsibilities | Activities |
| --- | --- |
| Service provision | * Demonstrate knowledge of the allied health assistant (AHA) or therapy assistant role, scope of practice, and supervision and delegation. * Carry out therapy programs, as delegated by the treating AHP, under the direct supervision of an AHP in therapy spaces, homes, residential aged care facilities, supported living accommodation and in the community to promote each person’s inclusion and participation in their communities. * Assist with group programs under the direct supervision of an AHP, as delegated by the treating AHP. * Support the use, maintenance and provision of appropriate aids, equipment and assistive technology under the direct supervision of an AHP, as delegated by the treating AHP. * Provide timely feedback to AHPs on consumer therapy and support provision. * Demonstrate the ability to provide safe and effective care. * Demonstrate the ability to recognise and report risk with sound judgement and report any changes in consumer status to the treating AHP promptly to limit potential negative effects. * Work with consumers, family and carers to ensure therapy and supports are person centred. * Contribute to putting in place health promotion and prevention strategies with individuals and their family or carers, under the direct supervision of an AHP and as delegated by the AHP. * Demonstrate a human rights-based approach to service provision. * Demonstrate an understanding of confidentiality and professional boundaries and follow all privacy laws on the handling of personal information. |
| Teamwork and communication | * Demonstrate an ability to work effectively with an AHP, in and across teams. * Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, families, carers, AHAs, AHPs and service providers. * Work together as a part of the treating team with AHPs and AHAs in other areas to provide consumer care. * Actively contribute to the interdisciplinary team to support the team. * Contribute to the operational team by attending and taking part in meetings as appropriate. * Contribute constructively to new ideas or change in the workplace. |
| Professional development | * Actively take part in regular supervision. * Actively take part in performance appraisal activities. * Take part in learning needs identification activities, including surveys, supervision and performance appraisals. * Take part in peer practice and professional networks to support learning. * Demonstrate a willingness and commitment to lifelong learning by taking part in relevant professional development activities. * Commit to completing an AHA or other qualification within 2 years of starting role |
| Documentation and recording | * Use appropriate systems to document therapy sessions and progress, in line with workplace documentation guidelines. * Follow workplace policies on information collection and dissemination. * Complete administrative tasks delegated by AHPs or clinicians in a timely manner to support efficient day-to-day activities. |
| Improving care, training and research | * Complete all mandatory training and education to meet relevant law, regulations and standards for safe and effective service delivery. * Demonstrate the ability to embrace new processes or technologies, in line with collection and interpretation of clinical data. |
| Professional behaviour | * Act in line with workplace policies, procedures and codes of conduct. * Through actions and behaviour, demonstrate [insert workplace values]. * Act in line with relevant freedom of information and privacy laws and requirements. * Respond to and appropriately address consumer, family, carer and staff feedback. * Demonstrate a commitment to [insert relevant rights charter]. * Actively promote an inclusive and culturally safe environment for children and people from multicultural backgrounds, Aboriginal or Torres Strait Islander peoples, LGBTQIA+ communities and people with disabilities. |
| Health and safety compliance | * Be aware of and follow health and safety policies and procedures to maintain a safe and healthy work environment. * Take action to remedy safety hazards or risks and restore a safe and healthy work environment, in line with workplace requirements. * Report all incidents through the [insert workplace system]. * Act in line with relevant health care or industry standards. * Contribute to following [insert relevant quality standard] as needed. |

## Personal qualities

### Qualifications, registrations and licences

* A commitment to completing a qualification in allied health assistance within 2 years from starting in the [Grade 1 allied health assistant, unqualified allied health assistant, therapy assistant, allied health trainee] role, in line with Victorian Government traineeships pathways.
* [Insert other desired qualifications, registrations, licences, Working With Children check, police check, NDIS worker screening check].

### Experience

* [Insert desired volunteering or work experience relevant to role].

### Additional requirements

* [Insert other position requirements, including vaccination requirements].

# Document approval

| Approval detail | Description |
| --- | --- |
| Approved by |  |
| Department |  |
| Date |  |

To receive this document in another format, [email Allied Health Workforce](mailto:alliedhealthworkforce@health.vic.gov.au) <alliedhealthworkforce@health.vic.gov.au>.

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Available at [Victorian Allied Health Assistant Workforce Recommendation and Resources](https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources) <https://www.health.vic.gov.au/allied-health-workforce/victorian-allied-health-assistant-workforce-recommendations-resources>