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| Grade 3 Allied Health Assistant or Level 2 Therapy Assistant |
| Position description template |
| OFFICIAL |

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# Introduction

Use this position description template when hiring Grade 3 allied health assistants or Level 2 therapy assistants.

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 3 Allied Health Assistant or Level 2 Therapy Assistant |
| 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

* Lead and provide safe, evidence-based, person-centred care and supports under the supervision and delegation of an allied health professional (AHP).
* Lead the supervision of allied health assistants (AHA) and allied health assistant students.
* Lead and contribute to quality improvement initiatives, development of policy and procedure documents and implementation of referral procedures.
* Give non-clinical support to the allied health team or department.
* Display commitment to ongoing learning in self and others.

## 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 * Demonstrate proficient skill level in the Department of Health's 4 core competencies for AHAs: individual therapy, group therapy, communicating patient information, and equipment and environment. * Demonstrate work experience and knowledge of settings. * Carry out therapy programs, as delegated by the treating AHP, in therapy spaces, homes, residential aged care facilities, supported living accommodation and the community to promote each person's inclusion and participation in their communities. * Lead or assist with group programs as delegated by the treating AHP. * Demonstrate the ability to progress therapy programs within delegated parameters. * Support the use, maintenance and provision of appropriate aids, equipment and assistive technology under the delegation of an AHP, as delegated by the treating AHP * 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. * Give AHPs timely feedback on consumer therapy and support provision, including consultation on the need to progress activities or need for more input from relevant team members. * Demonstrate current clinical knowledge and an understanding of evidence-based practice in relevant therapy or service area. * Work with consumers, family or 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, as delegated by the AHP. * Demonstrate autonomy and effective time management in providing delegated therapy programs. * Complete administrative tasks as delegated or as relevant to clinical role. * 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 a human rights-based approach to service provision. * 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 support 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. * Lead the workforce and contribute to interdisciplinary working parties, committees and internal forums as required. * Contribute constructively and encourage positive responses to new ideas or changes 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 relevant industry forums with registered training organisations (RTOs) to support teaching and training opportunities. * Create and take part in peer practice and professional networks to support learning. * Demonstrate a willingness and commitment to lifelong learning by taking part in or running relevant professional development activities. |
| 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. * Lead or take part in teaching, supervision, support and development of AHAs, AHA students, AHPs or volunteers as required. * Lead or take part in research activities relevant to role and therapy practice. * Lead or take part in quality improvement activities relevant to role and clinical practice, recorded in line with workplace process. * 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 code of conduct. * Through actions and behaviour, demonstrate [insert workplace values]. * Act in line with freedom of information and privacy laws and requirements. * Respond to and appropriately address consumer, carer, family 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 required. |
| Leadership | * Take part in [insert leadership activity or role]. * Contribute to quality improvement activity planning and prioritisation. * Actively seek and promote professional development opportunities for AHAs or therapy assistants. |

## Personal qualities

### Qualifications, registrations and licences

* Certificate IV in Allied Health Assistance or equivalent, including [insert your workplace's endorsed equivalent qualifications].
* [Insert other desired qualifications, registrations, licences, Working With Children check, police check, NDIS worker screening check].

### Experience

* At least 3 years’ experience (full-time equivalent) as a Grade 2 allied health assistant or therapy assistant.

### 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>