

Position title	Allied Health Assistant (AHA) – Dietetics, Diabetes and Community Nursing
Reports to	Dietetics, Diabetes Education and Community Nursing Coordinator
Award agreement	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2022-2026.
Classification	Allied Health Assistant – Grade 3 (Year dependent on experience)

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Dietetics, Diabetes Education and Community Nursing team

The Dietetics, Diabetes Education and Community Nursing Team provides high quality health care services to clients and community groups of YourCH, their families/carers, support workers and other professionals. The team sits within the multi-disciplinary Allied Health Program, as part of the wider Community Partnerships directorate. Your Community Health Allied Health staff enthusiastically work towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Allied Health Assistant position will support the provision of quality allied health services of Dietetics, Diabetes Education and Community Nursing disciplines at Your Community Health. The service works with a wide range of clients (across a range of funding streams), their careers and community groups using the principles of health promotion, chronic disease self-management, reablement and the social model of health.

The Allied Health Assistant is an integral member of the team. The position involves a range of tasks including follow up of Dietetics, Diabetes Education and Community Nursing programs with individual clients (including nutrition risk screening), administrative duties, inventory management of relevant equipment and supplies, ordering and maintenance of dietetic/diabetes education or community nursing materials, planning and delivery support of groups such as YourCH Cooking Group and Diabetes Support Group.

Position responsibilities

- Perform all duties of Grade 1 and Grade 2 AHAs
- Understand the basic theoretical principles of the work undertaken by the dietitians, diabetes educators and community health nurse they support
- Work with minimal or remote supervision to deliver safe and high-quality Dietetics, Diabetes Education and Community Nursing therapeutic and related activities, including maintaining appropriate documentation.
- Assist clients to progress with their clinical course of care, including conducting nutrition risk screening and facilitating food-related groups, in accordance with service protocols, clinical delegation and scope of practice.
- Build positive relationships, internal and external to YourCH, to facilitate collaborative person-centred care.
- Lead and contribute to quality initiatives.
- Provide supervision and support to Grade 1 and 2 AHAs and students as required.
- Participate in regular professional and clinical supervision and professional development programs that support clinicians, staff and students.

- Support the Dietetics, Diabetes Education and Community Nursing Coordinator or Allied Health Manager in service planning, student placement coordination, equipment/supplies management, and clinical audits.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Certificate III or IV in Allied Health Assistance or equivalent and / or relevant work experience.
- Minimum three years full-time equivalent experience as a Grade 2 Allied Health Assistant.
- Current Victorian Driver's Licence
- Current First Aid Certificate

Skills and Competencies

- Experience in working in individual and group contexts with people (and their carers) living with chronic disease, disabilities, frailty, from culturally and linguistically diverse or marginalised backgrounds.
- A great team player and demonstrated experience working as part of a multidisciplinary team
- Demonstrated ability to establish and maintain collaborative working relationships with clients, clinicians, staff and service providers (including interpreters)
- Demonstrated experience planning, organising and implementing community-based groups and client related activities
- Demonstrated commitment to working in a social model of health with a focus on nutrition, chronic disease management and prevention.
- Highly developed oral and written communication skills (with individuals and groups)
- Ability to manage, organise and prioritise tasks to maximise time use
- Excellent IT skills

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988.
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.