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| Position title | Allied Health Assistant (AHA) - Physiotherapy |
| Reports to | Physiotherapy Coordinator |
| Award agreement | Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services Multi Employer) Enterprise Agreement 2022-2026 |
| Classification | Allied Health Assistant Grade 2 |

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

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| 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 • We are creative and resourceful |

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 LGBTIQA+, 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 Physiotherapy team

The Physiotherapy Team provide high quality, client-centred physiotherapy services for individuals and groups in our community. The team sits within the multi-disciplinary Allied Health Program, as part of the wider Community Partnerships directorate. As part of YourCH we are passionate and enthusiastic staff working towards our vision of health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

This Allied Health Assistant position will support the provision of high quality home and community based physiotherapy services for clients of Your Community Health. This includes people who are eligible for Commonwealth Home Support Program (CHSP), Home and Community Care (HACC), Community Health Program and Early Intervention in Chronic Disease (EICD). You will also assist in supporting client's with Home Care Packages (HCP), Melbourne City Mission (MCM) and National Disability Insurance Scheme (NDIS) funding. The position is underpinned by reablement, chronic disease self-management and health promotion frameworks.

The Allied health Assistant is an integral part of the team. The position involves a range of tasks including follow up of physiotherapy programs with individual clients, administrative duties, ordering and maintenance of physiotherapy equipment, planning and delivery of exercise groups and assisting clients to transition into community-based exercise groups.

Position Responsibilities

- Support the provision of physiotherapy services that are safe and high quality.
- Assist clients to complete their physiotherapy programs as delegated.
- Assist in the planning, organising, implementation and evaluation of physiotherapy group programs.
- Provide clear and relevant feedback to therapists following client contact.
- Monitor, maintain and order physiotherapy supplies.
- Undertake administrative duties that may include maintaining waiting lists, photocopying, making appointments and other administrative duties as required.
- Perform other related duties as required by the Physiotherapy Coordinator or Allied Health Manager.

Position Requirements

Qualifications, Registrations and Licenses

- Certificate III or IV in Allied Health Assistance or equivalent and / or relevant experience as an Allied Health Assistant.

- Experience working with aged persons, people with a disability and culturally diverse populations in individual and group contexts.
- Current Victorian Driver's Licence.

Skills, Experience and competencies

- A great team player and demonstrated experience working as part of a multidisciplinary team.
- Demonstrated experience planning, organising and implementing physiotherapy group programs.
- Highly developed oral and written communication skills.
- Ability to manage, organise and prioritise tasks to maximise time use.
- Excellent IT and technology 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 of time.
- 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.