



## Position Description

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| <b>Position Title</b>    | Allied Health Assistant – Exercise Physiology                                                                                                          |
| <b>Division / Team</b>   | Primary Care and Healthy Ageing / Allied Health                                                                                                        |
| <b>Reports to</b>        | Exercise Physiology and Physiotherapy Clinical Lead                                                                                                    |
| <b>Agreement / Award</b> | Health & Allied Services, Managers and Administrative Officers Victorian Stand-Alone Community Health Services Multiple Enterprise Agreement 2022-2026 |
| <b>Classification</b>    | As per contract of employment                                                                                                                          |
| <b>EFT / Term</b>        | As per contract of employment                                                                                                                          |
| <b>Work Location</b>     | As per contract of employment                                                                                                                          |
| <b>Date Approved</b>     | September 2026                                                                                                                                         |

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| <b>About Ballarat Community Health</b> | Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel. |
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| <b>Our Purpose</b> | Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services. |
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| <b>Our Leading Principles</b> | Address health inequity and inequality<br>Improve the health and wellbeing of our community<br>Have impact and be sustainable |
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| <b>Values</b> | <b>Respect</b><br>Valuing other points of view and treating people with respect               | <b>Integrity</b><br>Acting with sincerity and honesty             | <b>Courage</b><br>Strength in the face of challenges   |
|               | <b>Resilience</b><br>The ability to be strong in adversity, and bounce back with renewed hope | <b>Responsibility</b><br>Being reliable and accountable to others | <b>Optimism</b><br>Focusing on potential and abilities |

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| <b>Diversity Statement</b> | Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status. |
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| <b>Position Summary</b> | The Allied Health Assistant (AHA) will work as part of an experienced Exercise Physiology team to support the delivery of high-quality healthcare services. |
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The AHA will provide exercise therapy and exercise therapy assistance to individual and group clients, as well as support the Exercise Physiology team with administrative and cleaning duties to ensure a safe and welcoming environment is maintained for staff and clients.

The AHA works under the direction and delegation of an Exercise Physiologist (EP). The treating EP assesses the client and determines whether the intervention can be safely and effectively delivered with assistance from the AHA.

It is the responsibility of the treating EP to ensure the AHA understands the aim of the allied health intervention, has the appropriate skills and competencies to carry out the prescribed program, and that the program is followed as instructed.

The AHA will also work as part of a multidisciplinary team of health professionals to support clients to optimise their health and wellbeing, with a focus on promoting self-management, independence and participation in everyday activities.

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### **Team Environment**

The Allied Health Team provides high-quality cardiac rehabilitation, dietetics, exercise physiology, physiotherapy, podiatry, speech pathology and integrated chronic disease counselling service provision along with capacity building of educators and their families by the School Readiness Team. Allied Health clinicians are supported by the Intake Team, which provides comprehensive, high-quality intake to facilitate streamlined service provision to clients.

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### **Principal Areas of Responsibility**

- Provide exercise therapy and exercise therapy assistance to individuals and groups under the direction and delegation of an Exercise Physiologist.
  - Deliver physical activity and exercise programs in accordance with programs prescribed by the treating clinician.
  - Provide appropriate monitoring and feedback regarding individuals participating in exercise programs to the treating Exercise Physiologist.
  - Support individuals to develop self-management skills and promote independence in managing their health and wellbeing through health coaching and education, within the AHA role and under the direction of the treating clinician.
  - Promote participation in appropriate support groups, self-management programs and other health and wellbeing initiatives.
  - Participate in program planning, evaluation and review as directed.
  - Maintain client and staff confidentiality and uphold privacy requirements at all times.
  - Complete timely, accurate and relevant documentation and enter information into BCH client management systems in accordance with BCH policies and procedures, supporting appropriate clinical documentation, statistical reporting and invoicing.
  - Identify and communicate relevant changes in an individual's condition, presentation or response to exercise to the treating Exercise Physiologist.
  - Maintain a safe, clean and appropriate environment for the delivery of exercise and allied health services and coordinate maintenance or servicing as directed.
  - Participate as a member of the multidisciplinary team and contribute to effective communication and collaborative care.
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| <b>Scope</b>                                       | <ul style="list-style-type: none"> <li>Follow leadership and management direction and seek advice on matters outside the usual scope of the AHA role.</li> <li>Practice in a manner consistent with relevant professional requirements, competency requirements, clinical governance frameworks, BCH policies and procedures, and the direction of the treating AHP.</li> <li>The AHA does not independently assess, diagnose, prescribe or modify exercise programs. Any concerns regarding an individual's health status, exercise response, safety, progress or need for modification are referred to the treating Exercise Physiologist or relevant AHP.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Organisational Responsibilities</b>             | <ul style="list-style-type: none"> <li>Be aware of and perform all duties in accordance with the organisation's stated policies and procedures</li> <li>Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes</li> <li>Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values</li> <li>Work within professional boundaries and relevant scope of practise at all times</li> <li>Maintain relevant professional registration</li> <li>Work cooperatively across the teams to provide a comprehensive coordinated health promotion service</li> <li>Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field</li> <li>Participate in compulsory BCH training programs</li> <li>Ensure that client and staff confidentiality is respected and upheld at all times</li> <li>Attend and actively participate in meetings as required</li> <li>Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values</li> <li>Participate in performance development plans and supervision</li> <li>Participate in the organisation's continuous quality improvement programs and activities</li> </ul> |
| <b>Qualification and Immunisation requirements</b> | <ul style="list-style-type: none"> <li>Relevant qualification in Allied Health Assistance Certificate III or IV, or be working towards same</li> <li>Refer to BCH Staff Immunisation and Infectious Diseases Policy and Procedure for recommended vaccinations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Key Selection Criteria</b>                      | <p><b>1. Experience and Knowledge</b></p> <ul style="list-style-type: none"> <li>Understanding of the role of an Exercise Physiologist and the role of an Allied Health Assistant within an allied health team.</li> <li>Ability to work effectively under the direction and supervision of an Exercise Physiologist or other Allied Health Professional, while demonstrating appropriate initiative.</li> <li>Understanding of and commitment to client confidentiality, privacy and professional boundaries.</li> <li>Understanding of the principles of community health, chronic disease management and person-centred care.</li> <li>Previous experience working within a multidisciplinary team and providing assistance with the delivery of allied health programs is desirable.</li> <li>Ability to provide exercise and allied health program assistance with a positive, respectful and caring approach.</li> </ul> <p><b>2. Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>Well-developed verbal communication and interpersonal skills, with the ability to communicate effectively with clients, families, carers and health professionals.</li> </ul>                                                                                                                                                                                               |

- Ability to build positive and respectful relationships with clients and colleagues.
- Ability to work effectively as a member of a multidisciplinary team in the delivery of community health services.
- Ability to recognise and communicate relevant client concerns, changes or difficulties to the treating Exercise Physiologist or other Allied Health Professional.

### **3. Written Communication**

- Ability to maintain accurate, timely and appropriate documentation in accordance with BCH policies and procedures.
- Ability to communicate relevant client information clearly and appropriately through written documentation.

### **4. Computer Skills**

- Demonstrated ability to use Microsoft Office and computer-based client management and database systems.
- Ability to enter accurate and timely information into electronic systems.

### **5. Organisational Skills**

- Ability to organise and prioritise workload, manage competing tasks and meet required deadlines.
- Demonstrated ability to use initiative and problem-solving skills within the scope of the role.
- High level of attention to detail and commitment to completing tasks accurately and thoroughly.

### **6. Alignment with BCH Values**

- Demonstrated commitment to the values of Ballarat Community Health and the delivery of high-quality, person-centred community health services.

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#### **Conditions of Employment and other relevant information**

- The successful applicant will be required to maintain a current driver's licence.
  - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
  - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
  - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
  - The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
  - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
  - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
  - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
  - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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