



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Position Vacant – Allied Health Assistant (Part time)**

A part time position is available for an Allied Health Assistant to join our enthusiastic team in the Dietetics Department at Swan Hill District Health, commencing November 2025. The position is for 20 hours per week (4 hours per day, Monday to Friday), for a year long period.

The Allied Health Assistant role will provide an opportunity to be part of both the clinical treatment component of health care and the broader community preventative approaches to health. This position is well suited to those individuals considering further study in the health industry or those planning on having a 'gap' year having already gained entry (pending offers) into a university health course.

See detailed position description and selection criteria below. Further information is available from Kristi Germaine, Dietetics Manager, on 03 5033 9337 or email [kgermaine@shdh.org.au](mailto:kgermaine@shdh.org.au)

Applications addressing the selection criteria and including the names of three referees along with a completed Application for Employment Form should be forwarded to the People and Culture team, Swan Hill District Health, PO Box 483, Swan Hill, 3585 or by email to [employment@shdh.org.au](mailto:employment@shdh.org.au).

**Closing date: Friday 14<sup>th</sup> November 2025**



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| <b>Position:</b>               | <b>Dietetics Allied Health Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Classification:</b>         | <b>IN 28</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Department:</b>             | <b>Dietetics</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Reports to:</b>             | Manager of Dietetics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Position Summary:</b>       | <p>The position aims to maximise the effectiveness and efficiency of the Dietetics service by supporting the work of the Dietitians. The position has a special focus on nutritional support for patients identified at nutritional risk.</p> <p>The Allied Health Assistant works with Dietitians in the provision of screening for nutritional status and monitoring of dietary therapy interventions for hospital inpatients.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsibilities:</b>       | <p>Specific responsibilities of the role include:</p> <p><b>Patient Care:</b> To assist the Dietitian in providing a high quality nutrition and dietetics service to clients of Swan Hill District Health.<br/>This includes:</p> <ul style="list-style-type: none"><li>• Regular liaison with the Clinical Dietitian regarding implementation of therapeutic diets for patients</li><li>• Completion of malnutrition screening and implementation of appropriate referral pathways of nutritional care</li><li>• Provide surveillance during a patient's hospital stay for risk of under-nutrition through screening and refer to the Clinical Dietitian</li><li>• Monitoring patients' compliance with therapeutic diets and nutritional supplements</li><li>• Monitoring patients at meal times who have been identified as having difficulty with meals</li><li>• Regular liaison with menu monitors and kitchen staff to ensure patients receive therapeutic diet requirements</li><li>• Provision of appropriate follow up or transfer of care for those patients identified as being malnourished or at risk of malnutrition on discharge</li><li>• To record nutrition care actions in appropriate section of the client care record using predetermined standard entry outlines.</li><li>• To maintain data as per the requirements of the Dietetics Department. To ensure that reports required are prepared and dispatched to the relevant personnel.</li><li>• To conduct audits in line with the role</li></ul> <p><b>Administration:</b> providing support for reception duties, including client bookings, phone calls and data entry.</p> <p>Other duties as requested by the Dietetics Manager.</p> <p>Key Performance Indicators</p> <ul style="list-style-type: none"><li>• Effective delivery of malnutrition screening process</li><li>• Complete all administrative tasks efficiently and thoroughly</li><li>• Contribute to quality improvement activities</li><li>• Comply with safety, training and performance review requirements</li></ul> |
| <b>Key Selection Criteria:</b> | <ul style="list-style-type: none"><li>• Desirable - Enrolment or ability to enrol in a health related tertiary course</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                        | <p>(that has been deferred for 12 months).</p> <ul style="list-style-type: none"> <li>• Knowledge of and ability to draw on health theory in practice.</li> <li>• Excellent communication and organisation skills, including computer literacy.</li> <li>• A good knowledge of quality improvement and customer service.</li> <li>• Ability to work well within a multi-disciplinary team and to liaise with aged and ill people.</li> <li>• Demonstrated attributes of empathy, cultural sensitivity and client centred focus with a commitment to best practice.</li> <li>• Ability to undertake further training to meet required qualifications.</li> <li>• Current Victorian Driver's Licence.</li> <li>• Current National Police Check</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul> |
| <b>Salary/Award:</b>                   | <p>HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025</p> <p>20 hours a week (4 hours daily, Monday to Friday) with Dietetics<br/>Note this is a combined role with Podiatry and therefore full time (40hours Monday-Friday)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>First Nations:</b>                  | <p>Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Infection Control:</b>              | <ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Continuous Quality Improvement:</b> | <ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Person Centered Care:</b>           | <p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Child Safety:</b>                   | <p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                     | <p>are heard about the decisions that affect them.<br/>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Our Purpose:</b>                 | <p><b>Connected Care / Best Experience</b><br/>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Privacy and Confidentiality:</b> | <p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>                                                                                                                                                                                                           |
| <b>Mandatory Training:</b>          | <p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Safety:</b>                      | <p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Asset Management:</b>            | <p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Review:</b>                      | <p>Completion of My Work Plan on a yearly basis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Previous Revision dates:</b>     | <p>Nov 15; Nov 18, Nov 20</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Current:</b>                     | <p>June 25</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Managers Name:</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Managers Signature:</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Employees Name:</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Employees Signature:</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE:** If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585