



**Swan Hill
District Health**



Inclusive

Compassionate

Progressive

Accountable

Casual Allied Health Assistant Grade 1-3

A casual position is available for an Allied Health Assistant to join our enthusiastic team of Health Professionals in the Sub-acute ward at Swan Hill District Health.

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 for experienced individual and 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.

About You

- Completion of at least the Certificate III in Allied Health Assistance, or its equivalent that is relevant to the field of practice.
- Current National Police Check.
- Working with Children's Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

About Swan Hill: Swan Hill is situated in North-West Victoria, 4 hours by road or 5 hours by train from Melbourne CBD. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community.

To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to employment@shdh.org.au. You will find the documents required on our website – Vacant positions Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Applications close: January 2026

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

Position:	Allied Health Assistant – Sub acute
Classification:	Grade 2 Allied Health Assistant or Level 1 Therapy Assistant(IN29)
Department:	Sub-acute
Reports to:	Sub-acute Nurse Unit Manager
Position Summary:	The Allied Health Assistant (AHA) works within the healthcare team, performing a wide range of duties to support and assist the work of the allied health professional (AHP) in sub-acute, in tasks they are delegated and supervised with, according to their grade level and for clients across the continuum of the health service.
Responsibilities Service provision	Activities <ul style="list-style-type: none"> • Demonstrate knowledge of the 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 • Assist with group programs, as delegated by the treating AHP. • 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 judgment and report any changes in patient status to the treating AHP promptly to limit potential negative effects. • Give AHPs timely feedback on patient 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 patients, 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. • Manage and prioritise an appropriate case load with the team, within their scope of practice. • Complete administrative tasks as delegated or as relevant to clinical role. • Demonstrate an understanding of confidentiality and professional boundaries and follow all privacy laws on the handling of personal information.
Teamwork and communication	<ul style="list-style-type: none"> • Demonstrate an ability to work effectively with an AHP, in and across teams. • Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with patientd, families, carers, AHAs, AHPs and service providers.

	<ul style="list-style-type: none"> • 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 Victorian Health Incident Management System(VHIMS). • Act in line with relevant health care or industry standards. • Contribute to following the National Safety and Quality Health Service (NSQHS) as required.
Key Selection Criteria:	<p>Qualifications, registrations and licences</p> <ul style="list-style-type: none"> • Completion of at least the Certificate III in Allied Health Assistance, or its equivalent that is relevant to the field of practice. • Current National Police Check. • Working with Children's Check. • 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. <p>Essential Key Selection Criteria:</p> <ul style="list-style-type: none"> • Demonstrated knowledge of the Allied Health Assistant role. • Proven ability to communicate and work effectively within teams including problem solving skills and initiative. • Demonstrated knowledge of healthy body systems in a healthcare context and basic medical terminology. • Demonstrated ability to maintain a high standard of client service. • Proven ability to assist with an allied health program, including patient movement. • Proven ability to comply with infection control policies and procedures in health. • Demonstrated interest in further professional development and continuing education including evaluation of own performance. • Capacity to familiarise self with and understand relevant organisational policies and procedure. • Able to use a range of information technology applications. • Victorian Driver's Licence.
Salary/Award:	<p>Salary in accordance with <i>Health and Allied Health Services, Managers and Administration 2021-2025</i>.</p> <p>Hours of duty as negotiated.</p>
First Nations:	<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>
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at

	<p>improving patient outcomes and maintaining accreditation standards.</p> <ul style="list-style-type: none"> It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-centred 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 & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<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 are heard about the decisions that affect them.</p> <p>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>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>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>
Privacy and Confidentiality:	<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>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES:</p> <p>It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for your safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Complete all Mandatory training requirements as identified and directed. Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.

Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	N/A
Current:	November 2025
Managers Name:	NUM Sub-acute
Managers Signature:	
Employees Name:	
Employees Signature:	



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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585