Swan Hill District Health
Connected Care. Best Experience.



Inclusive | *Compassionate* | *Progressive* | *Accountable*

Allied Health Assistant Acute Ward – Gap Year Role

Allied Health

Classification: IN28

A **full-time, fixed term position** is available for an **Allied Health Assistant Acute Ward – Gap Year** to join our enthusiastic team of Health Professionals working across the Allied Health Department at Swan Hill District Health.

The Position

This 12-month allied health assistant (AHA) role offers a fantastic opportunity to gain first-hand experience across a broad range of allied health services. As an AHA, you would support the delivery of high-quality care across physiotherapy, occupational therapy, speech pathology, dietetics and podiatry services.

You will work collaboratively with other health professions within a defined scope of practice and always under the direction of an allied health professional. There is capacity for learning and acquisition of a broad range of health-related skills in regards to assessment, intervention and rehabilitation support programs on the Acute Ward.

Swan Hill District Health can offer support with further training and professional recognition of allied health placement hours for qualification purposes.

Upon completion of the 12-month position, a bursary of $2000 to go towards study-related expenses and further tertiary education in a health-related course will be awarded to the successful candidate. Proudly sponsored by CUC Mallee, Lions Club of Swan Hill (Nicole Ballinger Scholarship) and Rotary Club of Swan Hill.

You Bring

- Desirable - Enrolment or ability to enrol in a health-related tertiary course (that has been deferred for 12 months).
- Knowledge of and ability to draw on health theory in practice.
- Excellent communication and organisation skills, including computer literacy.
- A good knowledge of quality improvement and customer service.
- Ability to work well within a multi-disciplinary team and to liaise with aged and ill people.
- Demonstrated attributes of empathy, cultural sensitivity and client centred focus with a commitment to best practice.
- Ability to undertake further training to meet required qualifications.

Mandatory requirements

- Current National Police Check, or will to obtain.
- Working with Children's Check, or will to obtain.
- NDIS worker screening check, or will to obtain.
- 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. 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. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

®A dynamic workplace ®Discounted Corporate gym memberships
®Salary Sacrifice/Packaging ®Professional Development opportunities
®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

To apply for this position please email your Cover letter responding to the Key Selection Criteria and up-to-date CV, via our SHDH Website link SHDH Apply for this Job

You will find the position description on our website – Vacant positions

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting **employment@shdh.org.au**

Applications close: 13th December 2026

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

Position:	**Allied Health Assistant – Acute Ward Gap Year Role**
Classification:	IN 28 40 hours per week (Mon-Fri)
EBA/Award:	Health and allied Services, Managers and Administrative Workers EBA
Department:	Allied Health (Dietetics)
Location:	Main Campus - 48 Splatt St, Swan Hill
Reports to:	Kristi Germaine Allied Health Senior Manager
Direct Reports:	Nil
Immunisation Risk Category:	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day.
Position Summary:	The position aims to maximise the effectiveness and efficiency of the Allied Health services including – Dietitians, Physiotherapists, Occupational Therapists, Speech Therapists and Podiatrists by undertaking delegated clinical and non-clinical tasks that contribute to safe, effective and patient centred care. The AHA works within a defined scope of practice and under the direction of an Allied Health Professional. The position has a focus on nutritional support for patients identified at nutritional risk, with the provision of screening for nutritional status and monitoring of therapy interventions for hospital inpatients
Responsibilities:	Specific responsibilities of the role include: **Patient Care:** To assist the Allied Health team in providing a high quality service to clients of Swan Hill District Health. This includes: *Admission:* Assist with obtaining assessment information from Aged Care facilities, families or carers and assisting with the allied health team as below. *Dietetics:* • Daily completion of malnutrition screening and implementation of appropriate referral pathways of nutritional care • Provide surveillance during a patient's hospital stay for risk of under-nutrition through screening and refer to the Clinical Dietitian • Monitoring patients' compliance with therapeutic diets and nutritional supplements • Monitoring patients at meal times who have been identified as having difficulty with meals • Regular liaison with menu monitors and kitchen staff to ensure patients receive therapeutic diet requirements *Physiotherapy:* • Assist with mobility assessments

	• Assist with client mobility, transfers, and exercise-based rehabilitation. *Occupational Therapy* • Support upper limb therapy programs • Assist with cognitive and functional activities *Speech Therapy:* • Conduct delegated meal time observations • Assist with cognitive communication programs • Assist with group programs *Podiatry:* • Screening of referrals and refer to Podiatry Allied Health Assistant *Administration and discharge:* • Provision of appropriate follow up or transfer of care for those patients identified by an allied health professional on discharge • To record care actions in appropriate section of the client care record using predetermined standard entry outlines. • To maintain data as per the requirements of the Allied Health Departments. To ensure that reports required are prepared and dispatched to the relevant personnel. • To conduct audits in line with the role **Escalation and Clinical Reporting Requirements** Notify supervising clinician immediately for deterioration, pain, breathlessness, dizziness, falls, choking, swallowing concerns, nutrition or hydration concerns, skin breakdown, infection, equipment safety concerns or any matter outside of scope. Other duties as requested by the Dietetics Manager or other supervising allied health professional. **Key Performance Indicators** • Effective delivery of malnutrition screening process • Complete all administrative tasks efficiently and thoroughly • Contribute to quality improvement activities • Comply with safety, training and performance review requirements
Key Selection Criteria:	• Desirable - Enrolment or ability to enrol in a health-related tertiary course (that has been deferred for 12 months). • Knowledge of and ability to draw on health theory in practice. • Excellent communication and organisation skills, including computer literacy. • A good knowledge of quality improvement and customer service. • Ability to work well within a multi-disciplinary team and to liaise with aged and ill people. • Demonstrated attributes of empathy, cultural sensitivity and client centred focus with a commitment to best practice. • Ability to undertake further training to meet required qualifications. • Current Victorian Driver's Licence. **Mandatory Requirements** • Current National Police Record Check • Current "Working with Children Permit" • 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.
First Nations:	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.
Continuous Quality Improvement:	• 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 improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health • Service-wide and specific Department Policies & Protocols.
Person Centred Care:	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. 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 centred.
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	**Connected Care / Best Experience** 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.
Privacy and Confidentiality:	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. 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.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	**RESPONSIBILITIES: It is the responsibility of every staff member to:** • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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.

Job Demands List

Swan Hill District Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Functions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		**Frequency**				
Demands	**Description**	**I**	**O**	**F**	**C**	**N/A**
Physical Demands						
Sitting	Remain seated to perform tasks			X		
Standing	Remain standing to perform tasks			X		
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks	X				
Lifting/Carrying	Light lifting and carrying		X			
	Moderate lifting and carrying	X				
	Assisted lifting (mechanical, equipment, person assist)		X			
Working at heights	Ascending and descending ladders, stools, scaffolding					X
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment		X			
Reaching	Arms fully extended forward or raised above shoulder	X				
Crouching	Adopting a crouching posture to perform tasks	X				
Foot Movement	Use of leg and/or foot to operate machinery					X

Head Postures	Holding head in a position other than neutral (facing forward)	X				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding			X		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands		X			
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. Etc.	X				
Psychosocial Demands						
Interaction with People	Tasks involving interacting with distressed and emotional people		X			
	Tasks involve interacting with people with mental illness, mental health issues or a disability.		X			
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.		X			
	Tasks require communicating with others (children or adults) to exchange information.				X	
	Tasks require giving direction and feedback on work undertaken by others.	X				
	Tasks require receiving direction and feedback on work undertaken to meet required work standards.				X	
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.				X	
Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.	X				
Working requirements	Tasks require work to be conducted out of hours (such as overnight).					X
	Tasks are undertaken in a busy, demanding and dynamic work unit.				X	
	Tasks for the position require individual resilience and adaption to workplace change.		X			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					X
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					X

Noise	Environmental/background noise necessitates people raising their voice to be heard					X
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE	x				
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					X
Radiation	Working with radiologic equipment					X

Previous Revision dates:	
Approval	
Managers Name:	Kristi Germaine Allied Health Senior Manager
Managers Signature:	
Employees Name:	
Employees Signature:	

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APPLICATION FOR EMPLOYMENT FORM

(To be attached to application)

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