

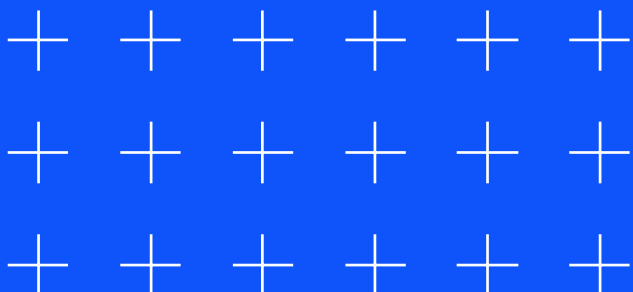


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

HARP Allied Health Assistant



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



KEY ACCOUNTABILITIES

- All HARP Staff
 - Take reasonable care for your safety and wellbeing and that of others.
 - Work in your scope of practice and seek help where required.
 - Work in partnership with consumers, patients and where applicable carers and families.
 - Work collaboratively with colleagues across all RMH teams.
 - Continue to learn through mandatory training and other learning activities.
 - Seek feedback on your work including participation in annual performance discussion.
 - Speak up for safety, our values and wellbeing.
 - Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
 - Respect that the RMH is a smoke-free environment.
 - Contribute to service development, evaluation and improvement
 - Participate in relevant internal and external meetings
 - Gathering of data to assist in the delivery of HARP services as required.
 - Participate in research activities and service development initiatives as required
 - Undertake other reasonable duties related to the role and services provided as required
- All HARP Clinical staff
 - Identify risk and actively work towards implementing risk reduction strategies
 - Collaborate with key stakeholders to provide best patient outcomes with a high level of clinical expertise
 - Maintain timely and accurate clinical records and data.
 - Prioritization of caseload and management of competing priorities
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice
- HARP Allied Health Assistant duties include:
 - Under supervision of HARP Physiotherapist, provide high quality assistance to clients undertaking an exercise program, monitoring their response to exercises, progressing their exercises as appropriate and transitioning them to community-based groups where appropriate.
 - Assist HARP Clinicians to ensure clients receive required equipment and education on strategies and safe use of same in a timely manner.
 - Assist HARP Clinicians to ensure clients are supported in attending relevant medical appointments in a timely manner and provide educational strategies to facilitate independent transport to medical appointments
 - Provide administrative support to the Care Co-ordination Team, including assisting with the management of Allied Health referrals as required.
 - Take responsibility to ensure all program equipment (including vehicles) is regularly serviced and maintained in good repair.
 - Develop and maintain excellent working relationships with clients, carers, HARP colleagues, program partners, GP's, local government, other acute, sub-acute & community services.
 - Contribute and assist in the planning and implementation of quality improvements as required in collaboration with the team & team leader.
 - Maintain client records (electronic and written) as per Health Records Victoria Act 2001, Health independence Guidelines, & organizational policy and procedure.
 - Proactively identify learning needs as outlined in individual work plan and seek appropriate training to address these needs.



KEY RELATIONSHIPS

Internal

- HARP clinicians, managers, relevant partner staff
- Melbourne Health clinical leads and relevant parties
- Melbourne Health Staff including Medical, Nursing, Allied Health and Managers

External

- General Practitioners and practice staff
 - Community service agency staff including CHSP, HACC and NDIS service providers
 - Other staff at MH HARP partner agencies, cohealth, Holstep Health and Bolton Clarke
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KEY SELECTION CRITERIA

Formal Qualifications:

- Certificate IV in Allied Health Assistance or other relevant qualifications.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Highly developed communication (written and oral) and interpersonal skills.
- Demonstrated ability to work effectively across a multi-disciplinary service.
- Sound decision making skills with a focus on identifying and understanding issues, problems, and opportunities.
- Competent in use of Microsoft Office suite and computerised systems.
- Willingness to participate in program development and evaluation.
- Current Driver's License.

Desirable:

- Experience in community-based service provision particularly in working with older persons, young people with disabilities and their carers, low income and marginalised communities.
- Demonstrated ability to work with a wide range of clients, including those of CALD background, diverse cultural groups and clients with multiple high-risk complex-needs and challenging behaviours.
- Experience working with clients living with a chronic disease.
- Demonstrated understanding and commitment to the principles of community health and chronic disease management.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Successful completion of required mandatory training activities, including training related to the National Standards



AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)



Date
