

Position Description

Position title	Allied Health Assistant – Aboriginal and Torres Strait Islander Cadet
Department / Division	Allied Health/Division of Ambulatory Services
Classification	Allied Health Assistant Grade 1 IN28
Position reports to	Manager of relevant Allied Health Discipline
No. of direct & indirect reports	n/a
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>"A world where all kids thrive"</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT
Allied Health work across a broad range of single and multidisciplinary teams across RCH. The Allied Health directorate at RCH includes the following disciplines: Audiology, Child Life Therapy, Music Therapy, Nutrition, Occupational Therapy, Prosthetics and Orthotics, Physiotherapy, Social Work and Speech Pathology.

The Aboriginal and Torres Strait Islander Cadetship position has been developed to provide the cadet with pre-graduation professional experience while undertaking studies towards an Allied Health course that leads to a nationally recognised qualification. Cadets will be offered the opportunity to work in a fixed term appointment with a required minimum of eight weeks full time equivalent (40 paid shifts) across 12 months. Paid work is flexible to suit the study requirements (and other commitments) of each individual Cadet.

ROLE PURPOSE

The Allied Health Assistant will work within the relevant Allied Health department or program to contribute to the clinical work and efficient operations of the department, under the delegation and supervision of Allied Health Professionals.

This may include supporting the relevant Allied Health professional with

1. delivering therapy to inpatients or outpatients,
2. maintaining therapy equipment and
3. varied patient related duties.

KEY ACCOUNTABILITIES

Provision of Care

- Provide safe, evidence-based care as delegated by Allied Health professionals
- Accurately recognise and report risk during delivery of clinical care
- Ensure timely provision of clinical services as delegated and prioritised by Allied Health professionals
- Seek guidance and assistance when required
- Be familiar with treatment protocols relevant to the individual Department and other designated units within RCH
- Maintain clinical documentation, records and data as per discipline specific guidelines and RCH procedures
- Provide clinical handover to required standard
- Actively participate to continuous improvement

Lifelong Learning

- Participate in professional development activities to ensure that best clinical practice is maintained
- Identify personal and professional development needs, and plan and implement strategies for achieving them
- Achieve and maintain competency in relevant skills in line with departmental requirements relevant to the role

Collaborative practice

- Provide child centered, family focused care through partnership with parents/ families as delegated by Allied Health professionals
- Work in collaboration with multidisciplinary teams
- Cooperate and work well with others in the pursuit of team goals
- Actively participate as part of a team to ensure ongoing excellence in service delivery and contribute to continuous improvement

Communication

- Apply well-developed verbal communication and interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Communicate effectively with patients and families to ensure their understanding
- Recognise issues that may lead to conflict, and constructively address issues as they arise with escalation to senior clinicians as appropriate

Continuous Improvement

- With support, identify concerns about systems or processes and raises these with supervisor or manager

Supervision, Leadership and People Management

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework

Organisation and Planning

- Apply developed organisation and planning skills

Research

- Understand the principles of evidence-based practice

QUALIFICATIONS AND EXPERIENCE

This is a Designated Position. Under Section 12 of the Equal Opportunity Act 2010 (Vic) and Section 8(1) of the Racial Discrimination Act 1975, this position is only open to Aboriginal and/or Torres Strait Islander applicants.

Essential:

- Enrolled in an Allied Health course that leads to a nationally recognised qualification, including a bachelor's degree, diploma, graduate certificate, graduate diploma or master's degree
- Have progressed beyond the first year of study
- Have maintained a pass grade in all subjects
- Currently reside in Victoria or a cross-border community

KEY SELECTION CRITERIA

- Excellent professional, interprofessional, interaction and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Motivated, with demonstrated enthusiasm and initiative
- An interest in working in paediatrics
- An ability to balance sometimes competing and conflicting priorities
- Strong computer literacy skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

October 2025