



07 3111 7321



www.collectivegrowth.com.au



manager@collectivegrowthcq.com

Allied Health Assistant

Collective Growth Pty Ltd

Gladstone, Gladstone & Central QLD

Permanent and Casual Positions Available

\$23 - \$39 per hour + Super

About Us

Collective Growth is an allied health support service taking root (plant puns intended) in Gladstone, inspired by the growing needs of our community. We were established in response to the limited health services available for the increasing needs of people in the area and are now expanding to support individuals across all age groups. Our mission is to nurture and develop both our team and the community around us.

Our vision is to create a vibrant environment where our staff are enthusiastic to work, clients look forward to visiting, and families thrive together. We deeply value each member of our team and are committed to fostering both personal and professional growth. Supporting and empowering our staff is at the heart of what we do.

At Collective Growth, we offer a range of services through NDIS, Medicare, and standard billing options. Our dedicated team of health professionals collaborates to provide comprehensive assessments for functional and diagnostic purposes, including support letters and reports for general practitioners, doctors and psychiatrists. We are committed to delivering exceptional therapeutic services to individuals and their families. To learn more about our team and the services we offer, please visit our website: <https://www.collectivegrowth.com.au/>

Job Summary

At Collective Growth, we are passionate about fostering collaboration among allied health professionals and building a dynamic team dedicated to client care. We are excited to invite applications for an Allied Health Assistant to join our growing team of professionals. In this diverse role, you'll support clinicians by assisting with client sessions, facilitating group programs, managing equipment, and handling essential administrative tasks.

As a successful candidate, your main responsibilities will include:

- Supporting clinicians in preparing for and facilitating therapy sessions and group programs.



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- Delivering evidence-based therapeutic interventions that support young people and their families under clinician guidance
- Assist with administrative tasks, including scheduling, filing, and resource management.
- Maintain cleanliness and organisation of therapy equipment and spaces.
- Engage in team meetings and professional development opportunities.
- Demonstrate strong communication skills in your interactions with individuals of all ages, families, stakeholders, and fellow team members.
- Ensure high-quality documentation.
- Identify and communicate opportunities for professional development that would benefit the service.
- Actively promote and maintain a child-safe environment.
- Report any concerns regarding child abuse or neglect in accordance with the *Child Protection Act 1999*.
- Demonstrate respect for Aboriginal and Torres Strait Islander children's cultural identity.
- Complete regular child safety and anti-discrimination training.

Qualifications & Experience

- Certificate III or IV in Allied Health Assistance or currently studying in a related field.
- Valid driver's license and access to a car.
- A current Working with Children Blue Card (or ability to obtain this).
- While experience working with children is beneficial, we welcome applicants who are enthusiastic about working with individuals across all age groups, regardless of prior experience.

Skills

- Proficiency in using computers and practice management software.
- Strong communication and interpersonal skills.
- Ability to multitask, prioritise, and adapt in a fast-paced environment.
- A growth mindset with a passion for learning and development.

Benefits of Working at Collective Growth

- A growing business with personalised team interactions
- Dedicated staff development.
- Ongoing efforts to enhance staff support and work-life balance.
- A family-focused organisation that values you and your family.



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Join us in making a positive impact on the lives of individuals and their families. We look forward to seeing how you can contribute to our growing team! If you have any questions, please email us at manager@collectivegrowthcq.com.