

## Position Description

<b>Company</b>	Healthy Cities Australia
<b>Position Title</b>	Allied Health Professional
<b>Reporting To</b>	Senior Health Promotion Officer
<b>Date Created</b>	May 2026

### Brief

The Allied Health Professional (AHP) – Wellness 2 Age Program Lead provides clinical oversight and leadership for the Wellness 2 Age evidence-based healthy ageing program, delivered in partnership with Charles Sturt University <https://wellness2age.csu.edu.au/>. The program is a community-based program designed to improve physical, cognitive, and social wellbeing in older adults through graded, functional activities linked to everyday tasks.

The AHP ensures safe, effective, and high-quality program delivery through clinical governance, participant assessment, facilitator support, and outcome monitoring. The role may involve direct delivery of sessions or provision of remote and/or in-person oversight for programs facilitated by Allied Health Assistants or Health Promotion staff.

### Responsibilities & Duties

#### Clinical Governance & Oversight:

- Provide clinical oversight for all Wellness 2 Age program delivery.
- Ensure program implementation aligns with evidence-based practice and program guidelines.
- Maintain fidelity to the Wellness 2 Age program model.
- Provide clinical advice regarding participant suitability and progression.

#### Training & Preparation:

- Complete required pre-training online learning modules.
- Attend and complete a full-day in-person or online Wellness 2 Age training session.

#### Participant Assessment & Outcome Measurement:

##### Conduct or oversee participant assessments and reviews, including:

- Canadian Occupational Performance Measure (COPM)
- Four Square Step Test
- Quality of Life measures
- Patient Reported Evaluation of Cognitive State (PRECiS)

- Establish participant baselines, functional goals, and outcome measures.
- Review and document participant progress across the program.

#### Goal Setting & Care Planning:

- Collaborate with participants to identify meaningful, functional goals.
- Link program activities to participant goals and everyday functional tasks.
- Adjust activity grading and progression in line with participant capacity and safety.

#### Program Delivery (where required):

##### Deliver Wellness 2 Age sessions, including:

- Initial assessment session
- Activity sessions (Sessions 2–9)
- Final review and outcome measurement session
- Facilitate graded physical and cognitive activities that replicate everyday functional tasks.

#### Facilitator Support & Supervision:

- Provide mentoring, supervision, and clinical guidance to Allied Health Assistants, Health Promotion Officers, and co-facilitators.
- Support facilitators with activity modification, progression, and participant engagement strategies.
- Assist with problem-solving related to participant safety or participation barriers.

#### Program Monitoring, Evaluation & Reporting:

- Monitor participant outcomes and overall program effectiveness.
- Maintain accurate participant documentation and outcome data using designated online systems.
- Contribute to service reporting, evaluation activities, and continuous quality improvement processes.

#### Safety, Risk Management & Compliance:

- Ensure all activities are delivered safely and in accordance with risk management requirements.
- Identify risks and implement appropriate mitigation strategies.
- Uphold professional, organisational, and ethical standards at all times.

#### Stakeholder Engagement:

- Engage with community organisations, referral partners, and stakeholders.
- Support participant recruitment and ongoing engagement in the program.

### Experience

- Demonstrated experience working with older adults.
- Experience delivering or supporting group-based health or wellbeing programs.
- Experience conducting functional assessments and using outcome measures.
- Experience providing supervision, mentoring, or clinical support to staff or assistants.
- Experience in community-based health promotion, healthy ageing, falls prevention, or functional rehabilitation programs (desirable).
- Experience using goal-setting frameworks such as the COPM (desirable).
- Experience evaluating community programs and outcomes (desirable).

### Qualifications & Certifications

- Degree-level qualification in an allied health discipline (e.g. Occupational Therapy, Physiotherapy, Exercise Physiology, Social Work, or related field).
- Current professional registration with the relevant professional body (where applicable).
- Eligibility to practice within scope under Australian professional standards.

### Key Performance Indicators **(Sample)**

- Consistent delivery of the Wellness 2 Age program in line with evidence-based guidelines and program fidelity requirements.
- Safe and effective participant assessments, activity progression, and risk management.
- Demonstrated improvement in participant outcomes as measured by agreed assessment tools.
- High-quality documentation and timely reporting of program and participant data.
- Effective supervision, mentoring, and support of facilitators and co-facilitators.
- Positive stakeholder engagement and contribution to participant recruitment and retention.
- Compliance with organisational, professional, and clinical governance requirements.

This position description acts as a guide to the responsibilities and duties of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other duties and tasks as requested by management as your role develops and/or business operations change.