

Position Description

Company	Healthy Cities Australia
Position Title	Allied Health Assistant/Health Promotion Officer
Reporting To	Senior Health Promotion Officer
Date Created	May 2026

Brief

The Allied Health Assistant (AHA) / Health Promotion Officer supports the delivery of 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 intervention designed to improve physical, cognitive, and social wellbeing in older adults through graded, functional activities linked to everyday tasks.

The role contributes to the provision of engaging, safe, and supportive group sessions designed to enhance physical, cognitive, and social wellbeing in older adults. Working under the clinical oversight of an Allied Health Professional, and supported by a Senior Health Promotion Officer, the AHA / Health Promotion Officer will co-facilitate or independently facilitate program sessions, assist participants to engage in activities, and support the overall coordination, administration, and evaluation of the program.

Responsibilities & Duties

Program Facilitation

- Co-facilitate or independently facilitate program sessions.
- Support delivery of structured physical, cognitive, and health education activities.
- Encourage active participation, social connection, and confidence among participants.
- Create a welcoming, inclusive, and respectful group environment.

Activity Support & Monitoring

- Demonstrate exercises and functional tasks as required.
- Assist participants to safely complete activities aligned with program guidelines.
- Observe participants for signs of fatigue, discomfort, or safety concerns.
- Activities focus on improving balance, coordination, memory, and functional mobility through graded tasks linked to everyday activities.

Session Preparation & Logistics

- Prepare and set up rooms, equipment, and activity materials.
- Assist with session pack-down and equipment storage.
- Prepare and distribute participant resources such as handbooks and name tags.

Participant Support

- Welcome participants and assist with orientation to the program.
- Encourage engagement, motivation, and confidence throughout sessions.
- Support participants to record activities and reflections in program materials.

Administration & Data Support

- Assist with attendance records, participant reminders, and session logistics.
- Support data collection and documentation for program monitoring and evaluation.
- Complete administrative tasks as directed by the supervising Allied Health Professional or program lead.

Safety & Risk Management

- Monitor participant safety during sessions.
- Identify and promptly report incidents, near misses, or concerns to the supervising Allied Health Professional or Senior Health Promotion Officer.
- Follow established safety, risk management, and escalation procedures.

Experience

- Experience supporting or facilitating group-based programs.
- Demonstrated ability to engage participants in structured activities.
- Experience working with older adults.
- Experience facilitating community, health promotion, or wellbeing programs (desirable).
- Experience assisting with basic data collection or program administration (desirable).

Qualifications & Certifications

- Certificate, diploma, or relevant qualification in allied health assistance, community services, health promotion, sport and recreation, or a related field (or equivalent experience).
- Willingness to work under the clinical oversight and direction of an Allied Health Professional.
- Any mandatory checks or clearances required by the employing organisation (as applicable).

Key Performance Indicators **(Sample)**

- Consistent, safe, and engaging facilitation of program sessions in line with program guidelines.
- Positive participant engagement, attendance, and feedback.
- Effective support of participant safety and timely escalation of concerns.
- Accurate and timely completion of administrative and data collection tasks.
- Effective collaboration with team mates, program partners and participants.
- Adherence to organisational policies, procedures, and professional conduct standards.



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.