

Position Title: **Casual Allied Health Assistant**

Campus: Horsham

Directorate: Allied Health

Department: Allied Health Assistants - West

Reporting to: Deputy Manager Allied Health Assistants - West

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: **Allied Health Assistant**
Grade 2 IN29

Enterprise Agreement: Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

This casual Allied Health Assistant (AHA) position works as part of the multidisciplinary allied health team across the aged care, community and admitted settings of Grampians Health at the Horsham campus. The role supports the delivery of high-quality, person-centred care under the delegation and supervision of allied health professionals (AHPs) including Physiotherapists, Occupational Therapists, Speech Pathologists and other members of the allied health team.

The AHA works across a range of clinical settings and programs, assisting AHPs to implement individual and group therapy programs, support functional rehabilitation and mobility, maintain therapy and clinical equipment, coordinate and schedule patient therapy sessions, and undertake general administrative and operational tasks. The position is expected to work flexibly across programs in response to patient, client and service needs, within the AHA's scope of practice and delegated responsibilities.

KEY ACCOUNTABILITIES

Clinical Support

- Assist AHPs in delivering delegated individual and group therapeutic programs and interventions across aged care, community and admitted settings.
- Implement delegated treatment plans, exercise programs, functional rehabilitation activities and other therapy interventions within scope of practice and in accordance with AHP direction and supervision.
- Support patient and client mobility, transfers, positioning and routine functional activities as delegated by the relevant AHP.
- Provide timely feedback to AHPs regarding patient/client progress, response to intervention, changes in function and other relevant observations, and contribute to discharge planning as requested.
- Prepare, maintain, clean and appropriately store therapy spaces, equipment and resources, and report equipment faults or safety concerns.
- Accurately document delegated interventions, attendance and patient/client responses in accordance with organisational policies, procedures and documentation standards.

Quality Improvement

- Participate in quality improvement projects, audits, or process reviews within the Allied Health team.
- Contribute to service development initiatives aimed at improving efficiency, care quality, or patient experience.
- Assist with development and review of AHA resources, procedures, and group programs as directed.

Supervision & Education

- Participate in internal training, competency assessments, supervision and professional development activities relevant to the rotating role and delegated scope of practice.

Administrative & Operational Duties

- Maintain accurate records, including daily statistics, clinical documentation, appointment information and equipment/inventory records as required.
- Schedule delegated patient/client appointments, coordinate therapy sessions and assist with patient flow and service coordination as required.
- Assist in maintaining safe, clean, organised and appropriately resourced clinical environments across all areas in which the position works.

- Follow all organisational policies, procedures, infection control requirements, privacy requirements and relevant clinical safety practices.

KEY SELECTION CRITERIA

Qualifications:

- Certificate IV in Allied Health Assistance or completed two years of an undergraduate allied health/ health science degree.
- Current Victorian driver's licence and ability and willingness to travel between Grampians Health campuses as required.
- Current NDIS Worker Screening Check, Police Check and Working with Children Check (or willingness to obtain).

Knowledge, Skills, and Attributes

- Ability to work effectively under delegation, seek clarification when required, and work with an appropriate level of autonomy within scope of practice.
- Strong communication, documentation and interpersonal skills, with the ability to build effective relationships with patients/clients, residents, families, carers and staff across a range of clinical settings.
- Demonstrated understanding of person-centred care, rehabilitation and restorative approaches, and the needs of people across aged care, community and admitted settings.
- Proven ability to organise and prioritise a varied workload, manage competing demands and adapt effectively to changing service and patient/client needs.
- Demonstrated commitment to teamwork, continuous learning, quality improvement and safe, high-quality care.
- Previous experience working in a public healthcare setting, particularly across aged care, community or admitted services, is desirable.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.

- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.