

**Position Title:** Allied Health Assistant – Care Community

**Grade / Classification:** **Grade 2 Allied Health Assistant**

**Campus:** **Ballarat**

**Directorate:** Community and Aged Care

**Department:** Allied Health

**Reporting to:** Deputy Manager Allied Health Assistants East, Manager Allied Health Assistants, Deputy Director Allied Health, General Manager Allied Health and Mental Health, Chief Operating Officer – Community and Aged Care

**Direct Reports:** Not applicable

### Appointment Terms/Conditions:

**Classification and Code:** Allied Health Assistant

- **IN28:** Unqualified – No recognised Assisting in Allied Health qualification.
- **IN29:** Grade 2 Certificate III in Health Service Assistants.
- **IN30:** Grade 3 Certificate IV in Allied Health Assistants & appointed to a Grade 3 position.

**Enterprise Agreement:** Victorian Public Health Sector (Health professionals, Health and Allied Services, Managers & Administrative Officers) Multiple 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](http://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.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<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**

As a Grade 2 Allied Health Assistant (AHA) you will be based in the care community setting. Your role is to provide safe, evidenced based person-centred care and support under the supervision and delegation of an Allied Health Practitioner (AHP). You will work directly with an AHP in a team or alone under supervision and following a prescribed therapy program. This role requires flexibility across a broad range of therapeutic activities including the ability to accurately document, maintain client progress and support smooth operation of the Allied Health Department. This role includes non-clinical support to the allied health team and ongoing commitment to professional development and learning.

As a Grade 2 AHA it is expected you participate in the support of Allied Health Assistant Students to promote growth of the profession. You will be required to work across clinical areas approved within your scope of practice and across various locations of Grampians Health.

## **KEY ACCOUNTABILITIES**

Responsibilities and Duties:

### **1. Clinical Care / Service Provision:**

The Allied Health Assistant will:

- Carry out individual programs for clients under supervision of a qualified allied health professional in therapy spaces, households, residential aged care facilities and supported accommodation within the community to promote inclusion and participation.
  - 50% time will be spent in client attributable activity as evidenced by analysis of workload statistics.
- Assist with group programs in areas allocated by the Clinical Manager
- Support the smooth transition of clients through the health care system, by conferring with the supervising health professional regarding team meeting decisions and client goals, and by reporting to the supervising staff in relation to patient progress.
- The Allied Health Assistant will maintain effective oral and written communication at all levels by:
- Collaborative participation in the regular Allied Health Assistant meetings and in allied health, service and program meetings as delegated by the Clinical Manager as evidenced by attendance records and peer review feedback at annual performance review
- Demonstrate open and effective communication (verbal and non-verbal) with consumers, families/ carer supports, AHAs, AHPs and service providers.
- Use available and relevant systems to document therapy sessions and progress in accordance with the workforce documentation guidelines (Related to the AHA Supervision and Delegation Framework)
- Deliver, fit and trial equipment as prescribed by the supervising AHP, ensuring equipment and storage areas are well maintained.
- Monitor safe working practices in the workplace and protect yourself and others health and safety. Escalate safety risks to supervising AHP, clinical managers and OH&S representatives.

### **2. Professional Conduct:**

- Ensure information is managed in line with organisational, allied health and discipline standards including compliance with privacy and confidentiality requirements.
- Complete required statistical records for client - related and other activities within the specified timeframes.
- Display professionalism and well-developed interpersonal skills.
- Demonstrate understanding and insight into own skill set and scope of practice and take initiative in furthering skills and performance.

### **3. Human Resource Management**

In liaison with the Clinical Manager and the supervising therapists, the Allied Health Assistant will:

- Participate in the discussion relating to staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities with the Clinical Manager.
- Participate in workforce maintenance and development.
- Participate in discussion regarding staffing requirements.
- Participate in discipline, allied health, Grampians Health Performance Development Program and professional association programs, where these exist.
- Complete all mandatory training and education to comply with applicable legal regulatory bodies for safe and effective delivery of service.

### **4. Service Development and leadership:**

The Allied Health Assistant will:

- Participate in the development of services that are accessible to those clients of Grampians Health Services with the greatest potential to benefit from therapy.
- Actively participate in annual strategic planning sessions, staff meetings, other relevant forums and in the development of related protocols.
- Be aware of relevant financial aspects of AHA service delivery.
- Actively participate in discussion pertaining to resource allocation, equipment purchasing.
- Contribute constructively to new ideas or change within the workplace, including participation in quality improve and research activities.
- Participate in supervision, support and development of allied health assistants, allied health assistant students or allied health professionals and volunteers as required.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Possess relevant qualifications such as a Certificate III in Allied Services Assistants, Certificate IV in Allied Health Assistants or be working towards relevant qualifications.
- Has completed / in the process of completing a minimum of 120 hours of clinical placement experience or equivalent.
- Current driver's licence.

### **Technical/Professional Knowledge and Skills**

- Knowledge of therapy approaches used by AHP, and a demonstrated ability to apply therapy programs as directed by the supervising staff, including an understanding of safe and effective care, a demonstrated capacity to use technology and ability to recognise and report risk.
- Demonstrated attributes of empathy and client centred focus.

### **Work Environment**

- Ability to cooperate and work well with others in the pursuit of team goals. Demonstrated ability to work within and across teams throughout Grampians Health.
- Demonstrated ability to work within a defined scope of practice in a team environment under direct supervision.
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment.

### **Personal attributes**

- Demonstrated understanding of, and desire to work in the role, and willingness to learn.
- Demonstrated ability to monitor, evaluate and modify own performance with sound judgement
- Demonstrated abilities of initiative approaches to problem solving, self-motivation and tact
- Demonstrated professional behaviours and values in line with Grampians Health. Organisation Values; Collaboration, Compassion, Accountability, Respect and Innovation

## **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.
- Compile with all Grampians Health Policies and Procedures
- Adhere to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals

## **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.