

**Position Title:** Allied Health Assistant Grade 3 – Care Community

**Grade / Classification:** **Grade 3 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:** Nil

### 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**

Primary job requirements involve assisting the Allied Health team deliver therapy to patients in the care community setting.

You will be required to provide leadership of the Allied Health Assistant team in the care community setting working in conjunction with other Senior Allied Health Assistants to deliver seamless care to the patients ensuring appropriate supervision and delegation of tasks between the Allied Health Professionals and Allied Health Assistants is adhered to.

As an Allied Health Assistant (AHA) you may be expected to rotate across programs and work in various locations and programs within GH – acute and subacute settings, and other community programs as required. You will be required to work for and under the supervision of various allied health professionals (AHP).

## **KEY ACCOUNTABILITIES**

### **Clinical**

The Allied Health Assistant will:

- Implement individual programs for clients under supervision of a qualified allied health professional.
  - 50% time will be spent in client attributable activity as evidenced by analysis of workload statistics.
- Implement programs in areas allocated by the Clinical Manager
  - Evidence of program or group splits matching allocations Clinical Manager
- Facilitate 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:
  - Meet organisational, allied health, program and discipline communication and documentation standards are met, as evidenced in clinical audits.
  - Attend relevant ward rounds / case conferences and family meetings as directed.
- Ensure the ongoing ability to provide clinical excellence by:
  - Participating in and meeting the standards of the Grampians Health Performance Development Program, which includes the establishment, maintenance and fulfilment of a personal development plan.
  - Participating in and fulfilling the requirements of allied health and discipline specific orientation, induction, mentorship, supervision and performance management programs.
  - Participating in at least one documented quality improvement activity for the discipline or program annually.
  - Taking the opportunity to participate in the preparation and/or presentation of papers at workshops, seminars or conferences.
  - Monitoring new developments in allied health therapies through attendance at appropriate in services and professional development sessions.
  - Ensuring all clinical activity undertaken, fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input/relate as evidenced by clinical record audits.

### **Clinical Support**

#### **1. Communication**

The Allied Health Assistant will maintain effective oral and written communication at all levels by:

- Active and 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
- Maintaining effective communication within the Grampians Health and with external organisations as appropriate, as evidenced in clinical record audits and feedback from the annual performance review.

## **2. Equipment**

The Allied Health Assistant will:

- Maintain, clean and tidy designated equipment and equipment storage areas.
- Maintain designated equipment to support the supervising health professional in providing clinical care as delegated by the Clinical Manager and supervising staff as evidenced by audits and peer review feedback at annual performance review.
- Deliver, fit and trial equipment as prescribed by the supervising therapist.
- Maintain standards and procedures in line with GH and program policies and procedures as evidenced by clinical record audits and performance management feedback.

## **3. Information Management**

The Allied Health Assistant will:

- Ensure information is managed in line with organisational, allied health and discipline standards.
- Documentation standards for all programs served are met, as evidenced in clinical record audits.
- Complete required statistical records for client - related and other activities within the specified timeframes.
- 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.

## **4. Human Resource Management**

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

- Participate in workforce maintenance and development.
- Participate in discussion regarding staffing requirements.
- Participate in discipline, allied health, GH Performance Development Program and professional association programs, where these exist.
- Participate in the orientation, induction, mentorship, supervision, education and professional development of discipline staff, students (including work experience students) and other GH personnel as directed.

## **5. Service Development**

The Allied Health Assistant will:

- Participate in the development of services that are accessible to those clients of Grampians Health 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.
- Have an appreciation of the budget process, practice fiscal responsibility and act in accordance with relevant organizational policies and procedures.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Possess relevant qualifications such as a Certificate IV in Allied Health Assistants 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 a demonstrated capacity to use technology.
- 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 flexibility and ability to adapt constructively within a busy and dynamic working environment.
- Ability to work independently and appropriately identify when to seek help.

### **Personal attributes**

- Demonstrated understanding of, and desire to work in the role
- Demonstrated ability to monitor, evaluate and modify own performance
- Demonstrated abilities of initiative and self-motivation and tact

## **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.
- Comply with all GH 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 by 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.