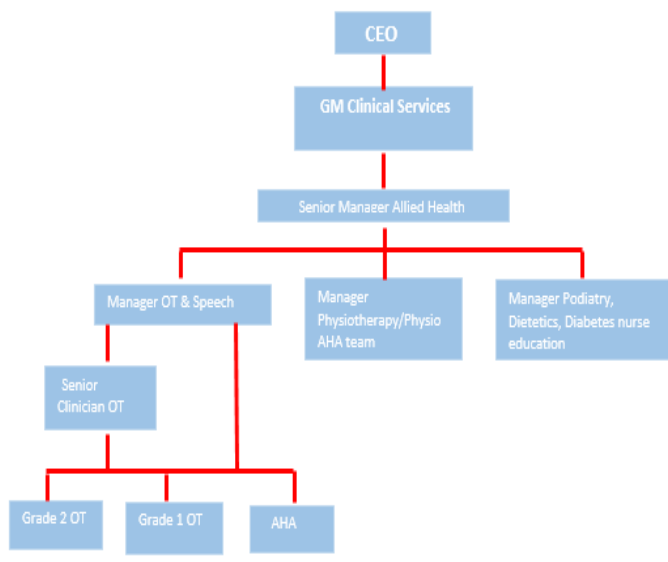


Position Details

Position Title	Allied Health Liaison Worker NDIS team	
Mode of Employment	Fixed Term Part Time	If part time, hour per week: 22.8 hours
Award/EBA	<i>Victorian Stand Alone Community Health Centres, health professionals Multi-Employer enterprise Agreement 2012-2016</i>	
Classification	Grade 1 or Grade 2	
Hourly Rate	Depending on experience	
Salary Packaging	Up to \$15,900 per annum is available. Other eligible packaging items may apply.	
Department/Team	NDIS Team	
Location	Hawthorn with travel to other AccessHC sites as required	
Reports to	NDIS coordinator	
Direct Reports	Nil	
Probationary Period	A three month probationary period will apply	
Working with Children Check required	Yes, a requirement for the position	
Disability Worker Exclusion Scheme consent required	Yes, a requirement for this position	
Medicare Registration Provider number required	N/A	
Professional Registration required	Yes, a requirement for the position	
Police Check required	Yes, a requirement for this position	
Driver's Licence required	Yes, a requirement for this position	

Position Summary

Organisation Background	Access Health and Community (AccessHC) is the new name for Inner East Community Health Service and Manningham Community Health Service. AccessHC operates in the Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.
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	<p>AccessHC is a not for profit organisation with caring at its centre. Employing over 250 staff, our Mission is to build healthier lives together with our communities and deliver excellent health services for all. A high priority is placed on improving the quality of our client’s lives through health education and health promotion and the delivery of integrated services. Whilst the majority of services are provided through funding from Federal and State Government programs, private practitioners also operate at the clinical sites.</p> <p>AccessHC maintains the following Values:</p> <p>Equity <i>We believe everyone is entitled to good health</i></p> <p>Collaboration <i>We work together to achieve our goals</i></p> <p>Integrity <i>We act honestly and ethically at all times</i></p> <p>Accountability <i>We take ownership of our actions and behaviours to ensure we achieve our goals</i></p> <p>Innovation <i>We drive innovation for better care</i></p> <p>Excellence <i>We strive to be the best at what we do.</i></p>
<p>Position Purpose</p>	<p>This position reports to the NDIS coordinator, and will receive supervisory support from Senior Clinician. The purpose of this position is to liaise between participants, support coordinators and other stakeholders utilising the NDIS.</p> <p>The role will have a clinical component to screen participants with an inter- disciplinary assessment and engage the appropriate service applicable to the participant, in relation to their needs, NDIs plan and other health related services.</p> <p>The position will involve writing contracts for participants and liaising with appropriate clinicians involved with NDIS participants. Our organisation has a strong commitment to promote a ‘wellness’ or ‘active-ageing’ approach by encouraging independence and autonomy for our clients.</p> <div data-bbox="510 1456 1181 2016" style="text-align: center;">  <pre> graph TD CEO[CEO] --> GM[GM Clinical Services] GM --> SMAH[Senior Manager Allied Health] SMAH --> MOTO[Manager OT & Speech] SMAH --> MPT[Manager Physiotherapy/Physio AHA team] SMAH --> MPD[Manager Podiatry, Dietetics, Diabetes nurse education] MOTO --> SCOT[Senior Clinician OT] MOTO --> AHA[AHA] SCOT --> G2OT[Grade 2 OT] SCOT --> G1OT[Grade 1 OT] </pre> </div>

Position Functions

<p>Key areas of accountability</p>	<p>Clinical Service Provision</p> <ul style="list-style-type: none"> • Provide holistic health assessment of clients, identifying needs and client centred goals. • Provide assistance for a wide range of clients, including people with complex disabilities, chronic conditions, with special needs. • Work within the multidisciplinary team, including the Complex Disability Support Team, to ensure integrated service delivery that is effective and efficient. • Participate in multi-disciplinary client care meetings. • Promote sustainable self-management opportunities for clients. • Provide timely handover/feedback to other service providers and care givers. • Prescribe and coordinate appropriate service agreements for NDIS participants. • Assist with development of appropriate, effective and evidence –based service delivery. • Supervise and delegate appropriate clinical and administrative tasks to support workers. <p>Record Keeping and Reporting</p> <ul style="list-style-type: none"> • Create and maintain client files and records of assessment and treatment in accordance with organisational procedures • Record all relevant statistical information and other data as required by AccessHC • Maintain security of client files and data in accordance with AccessHC procedures <p>Health Promotion and Population Health Planning</p> <ul style="list-style-type: none"> • Work with our community to increase their capacity to make choices that enhance their health and wellbeing. • Facilitate and support community participation and action to promote health, well-being, independence and empowerment <p>Models of Care</p> <ul style="list-style-type: none"> • Understand and work within the biopsychosocial model of health • Understand and work within the Active Service Model • Apply the principles of Chronic Disease Management, particularly when working with chronic and complex clients • Encourage clients to be engaged with managing their own health. • Work in multidisciplinary teams • Adapt to new systems and models of care as they arise.
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	<p>Professional Development and Students</p> <ul style="list-style-type: none"> • Maintain and develop your Scope of Practice and Competency requirements for your role • Engage in and support the Supervision framework for the NDIS team. Actively participates in supervision with a clinical supervisor.
Other responsibility areas (all staff)	<p>Quality and Risk Management Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures</p>
	<p>Occupational Health and Safety Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required</p>
	<p>Professional Development Actively participate in relevant continuing professional development as required, and maintain relevant registration requirements.</p>
	<p>Standard of Conduct To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards clients, the public and other staff</p>

Position Requirements

Applicants are required to provide a written statement addressing the Key Selection Criteria (KSC) with the Cover Letter.

Key Selection Criteria	<i>M = Mandatory D = Desirable</i>
Bachelor of Health science (OT /PT/SPEECH/)DIET or equivalent tertiary qualification and current registration with AHPRA, including eligibility for membership of the Australian Associations	M
Align with the values of Access Health and community of Equity, Collaboration, Integrity, Accountability, Innovation, Excellence	M
Knowledge of aged care issues, the aged care service system and empathy with older people	M
Demonstrated ability to work in as part of a multi-disciplinary team	M
Demonstrated ability to initiate discussions with supervisor or manager regarding issues of concern	M

Commitment to continuous professional development, continuous quality improvement and health promotion principles	M
Well-developed written and verbal communication skills.	M
Ability to work autonomously, make decisions, organise own workload, set priorities and meet deadlines	M
Licence to drive a motor vehicle	M
Knowledge of contemporary self-management approaches to the management of chronic conditions and implementation and evaluation of goals and care plans for clients including: health coaching, strengths-based practice and an Active Service Model approach	D
An Understanding of NDIS and health system.	D
Competent with use of IT including software such as Microsoft office and electronic health records such as TrakCare	D

Application Details	For further information contact: Lucy Hegan NDIS coordinator Lucy.hegan@accesshc.org.au 9810 3043 To apply, please submit your application to recruitment@accesshc.org.au by attaching two documents; (1) Cover letter including a statement addressing the above Key Selection Criteria (2) Resume.
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I have read and understand the above Position Description:

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Signed **Name** **Date**

Access Health and Community is a Child Safe Organisation

Access Health and Community actively encourages applications from Aboriginal peoples and people from a culturally and/or linguistically diverse background



Access Health and Community is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme and if necessary, an International Police check prior to any appointment