

Employee Position Description

Position Details			
Position Title: Allied Health Assistant	Department: Occupational Therapy/Speech Pathology	Agreement: Victorian Stand Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022	
Reports To: Manager Occupational Therapy	Location: Predominantly based at Hawthorn and Richmond –with ability to work from all sites		
Direct Reports: Allied Health Assistants	Employment Status: Permanent, full time	Classification: Grade 3 (Year as per EBA)	
Position Primary Purpose			
<p>To provide clinical and operational leadership to the Occupational Therapy/Speech Pathology Allied Health Assistant team in the delivery of clinical services across multiple revenue streams relevant to community based Occupational Therapy services. To support the manager and the Occupational Therapy/Speech Pathology team in the identification and analysis of service development needs, workforce planning and implementation of service delivery improvements to deliver high value, client focussed health care in a manner that maximizes operational performance. The position will support clinical best practice through the development of staff skill, competencies and scope of practice, to ensure the delivery of coordinated and high quality clinical services to clients. This position will have a clinical caseload and supervisory role of AHA staff. The role is expected to foster an environment that reflects consumer and person-centred care focus. This includes working with clients and carers to assist them to achieve their disability and health related goals, using a multidisciplinary team approach. The role requires excellent administrative, IT, organizational and communication skills, the ability to work independently, a willingness to work across Access Health and Community sites as well as in an outreach capacity and a commitment to improving the way health services are delivered for clients and patients.</p>			
Decision Making Authority	Key Relationships		
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Decisions relating to clinical service delivery, unless significant risk to Client or staff is identified where Allied Health Assistant is not familiar with standard practice or management of this risk. 	<p>Internal</p> <ul style="list-style-type: none"> Senior Manager Allied Health Managers in Allied Health Senior clinicians in Allied Health Manager Access and Coordination Manager Quality Data Management Officer Occupational Therapists Intake & Reception Staff Colleagues in Allied Health, Mental Health, Child and Family, Dental, Medical and Community services 		
<p><i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i></p>			
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Key Accountabilities	
Focus Areas	Responsibilities
Provision of Clinical Services	<ul style="list-style-type: none"> • Provide Occupational Therapy/Speech Pathology Allied Health Assistant (AHA) group and individual services for community based clients including involvement of other members of the multidisciplinary team where indicated • Proactively identify own educational needs and form networks to ensure practice maintained at benchmark level. • Demonstrate operational understanding of relevant funding streams and implications for care delivery • Be aware of and compliant with documentation, record keeping and administrative requirements of all funding streams, legislation and Access Health & Community Policies and Procedures relevant to community based Physiotherapy • Partner with consumers to deliver care ensuring compliance with National Safety and Quality Standards, relevant Government and Funding stream requirements and Access Health & Community Policies and Procedures. • Model effective collaboration with the multidisciplinary team to enhance clinical outcomes of clients • Have a demonstrated application of contemporary infection control standards and practices. • Contributes to organisational quality improvement • Provide high value healthcare with support from OT/Speech Manager, Senior Clinician and OT Staff • Understand roles and interdependencies of other departments and divisions at AccessHC • Understands funding and revenue streams relevant to providing Physiotherapy based services
Clinical leadership	<ul style="list-style-type: none"> • Provide clinical leadership to the Occupational Therapy/Speech Pathology AHA team in the delivery of clinical services including promotion of an active learning environment. • Provide guidance for AHAs to recognise and/or grade need and frequency of treatment to achieve client goals • Support the Occupational Therapy/Speech Pathology Manager to develop the operational management structure for the AHA team • Support the Occupational Therapy/Speech Pathology Manager to implement a competency based AHA development program • Supply support and training for AHA team members pursuing own attainment or assisting others to attain competencies where appropriate • Consult and provide feedback to OT/SP manager regarding individual AHA staff performance to inform development of individual work plans • Actively participate in supervision
Service development	<ul style="list-style-type: none"> • Manages own workload to deliver and drive results • Supports Occupational Therapy/Speech Pathology manager to develop and embed practices and processes that drive productive and efficient teamwork • Support the Occupational Therapy/Speech Pathology Manager by assisting to analyse gaps in service needs and workforce capability to inform appropriate education program and workforce planning development • Provide support and oversee the supervision of members of the AHA team to optimize delivery of evidence based, holistic care for community clients

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Support the Occupational Therapy/Speech Pathology manager with assistance to develop, implement and monitor AHA KPIs. • Involvement with and, where relevant, leadership of quality improvement activities within the Occupational Therapy/Speech Pathology team • Special projects as supported and instructed by the Occupational Therapy/Speech Pathology manager or Senior Clinician • Support the Occupational Therapy/Speech Pathology manager with recruitment and selection of vacant AHA positions
Health Promotion	<ul style="list-style-type: none"> • Support the organisation and delivery of community education sessions to other agencies to promote the services delivered by the team. • Contribute to the provision of health promotion and prevention strategies to individual clients and their families. • Identify and target services to those most at risk.
Models of Care	<ul style="list-style-type: none"> • Understand and work within an Active Service Model and a Biopsychosocial model of health.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain current and professional credentials in accordance with relevant legislation and industry requirements • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (if applicable) • Working With Children Check • Disability exclusion scheme check <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Certificate IV Allied Health assistant or relevant other • Minimum of 4 years' experience in an Allied Health Assistant role within a health environment • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • High level clinical skills and experience in the delivery of Occupational Therapy/Speech Pathology AHA services • Demonstrates advanced level knowledge of medical conditions, terminology, disease and aging process • Strong communication and interpersonal skills • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • High level of cultural sensitivity and awareness • Strong analytical and problem solving skills • Demonstrated ability to work in a team environment • Experienced in communicating and working with people from a diverse range of social, cultural and ethnic backgrounds • Bilingual language skills are highly valued • Demonstrated behaviours consistent with AccessHC values • Driver's Licence (driving is an inherent requirement of the role)
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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