

## Employee Position Description

Position Details			
<b>Position Title:</b> Allied Health Assistant	<b>Department:</b> Child and Family Services	<b>Agreement:</b> The Victorian Stand Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022	
<b>Reports To:</b> Team Leader, Child & Family Services	<b>Location:</b> A requirement to work and travel between Access Child & Family Sites – Primarily Templestowe, Box Hill and Greythorn		
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Permanent 0.8 – 0.9 FTE	<b>Classification:</b> Allied Health Assistant – Grade 2	
Position Primary Purpose			
<p>The purpose of this position is to provide Allied Health Assistance for children, families and groups under the supervision of appropriately qualified Allied Health Professionals. The role includes:</p> <ul style="list-style-type: none"> <li>• Working as part of a team of professionals who specialise in the development and wellbeing of children &amp; families</li> <li>• Intervention for children with developmental delays and/or disabilities</li> <li>• Administrative and clinical support to Allied Health Professionals as required</li> </ul> <p>The position encompasses promotion of health and wellbeing across the spectrum from prevention, early intervention through to a range of interventions for various conditions. The staff member is expected to foster an environment that reflects a consumer focus on client centred care. All staff must work within the social model of health.</p>			
Decision Making Authority	Key Relationships		
<p><b>Decisions made independent of Manager</b></p> <ul style="list-style-type: none"> <li>• Managing administrative tasks</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Senior Manager: Child and Family Services</li> <li>• Manager and Team Leader: Child &amp; Family Services</li> <li>• Other Allied Health Clinicians: Child &amp; Family Services</li> <li>• Child and Family Intake team staff</li> <li>• NDIS Liaison &amp; Admin Support Staff</li> <li>• Child &amp; Family Team Clinicians</li> <li>• General Support Staff</li> </ul>		
<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>			
Version No: 1	Last Updated: 10/05/2019	Author:	Approved By:
			Page 1 of 5

	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Clients and families</li> <li>• Maternal Child Health Nurses</li> <li>• Preschool Field Officers</li> <li>• GPs and Paediatricians</li> <li>• Local Kindergartens and childcares</li> <li>• NDIS Planners Link Health and Community</li> </ul>
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Key Accountabilities	
Focus Areas	Responsibilities
<b>Client service provision</b>	<ul style="list-style-type: none"> <li>• Assist in a range of individual and group therapy programs for children and families under the direct supervision of Allied Health Professionals. Groups may include, but are not limited to, therapy groups supporting children with developmental delays &amp; disabilities, supported playgroups, social skills groups and school readiness groups. This includes the coordination of administration tasks and evaluation of groups to ensure they reflect the diversity, interests and preferences of participants.</li> <li>• Provide support to clients within the centre as determined by qualified health professionals including assisting AHP's with client activities to support individual assessments and intervention. If appropriately skilled, undertake basic client assessments.</li> <li>• Actively involve clients/carers in decision making about their care</li> <li>• Identify where clients need additional support services and make appropriate referrals in consultation with the AHP</li> <li>• Monitor and communicate therapy outcomes, and inform supervising Allied Health Professionals of any client issues</li> <li>• Provide follow up services to clients</li> <li>• Provide relevant service and health information to clients, prospective clients, the service system and the broader community</li> <li>• Develop individual and group client resources under the direction of Allied Health Professionals</li> <li>• Provide back up support for CFT intake to cover leave, unplanned absences and/or in periods when demand exceed capacity</li> </ul>

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Version No: 1	Last Updated: 10/05/2019	Author:	Approved By:	Page 2 of 5
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Key Accountabilities				
Focus Areas	Responsibilities			
<b>Education and Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in the annual development, implementation and monitoring of an individual work plan in conjunction with the Line Manager</li> <li>• Identify individual learning needs and participate in educational activities as part of the annual appraisal and review process</li> <li>• Participate in mentoring / clinical supervision sessions</li> <li>• Participate in required training provided by the organisation to further workforce skill sets and knowledge</li> <li>• Undertake additional tasks and training as required by organisational change and/or growth</li> </ul>			
<b>Administrative duties</b>	<ul style="list-style-type: none"> <li>• Maintain accurate client records and documentation for individual and group treatment sessions</li> <li>• Record daily statistics for all client contacts</li> <li>• Complete equipment ordering, tracking, maintenance, collection and cleaning as required</li> <li>• Undertake administrative duties as required including processing payments for appointments and scanning client documents</li> <li>• Develop information and training resources for clients in conjunction with the Allied Health Clinician</li> <li>• Assist the organisation and team with audits and surveys as required</li> <li>• Participate in team, organisational and stakeholder meetings as relevant to the position</li> <li>• Ensure equipment and facilities are safely maintained and in good repair.</li> <li>• Produce resources and brochures for the allied health teams</li> <li>• Specific duties will be outlined in task sheets, outlining specific responsibilities and roles, aligning with applicant experience and qualifications.</li> </ul>			
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</b></li> </ul>			
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>			
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be</li> </ul>			
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Version No: 1	Last Updated: 10/05/2019	Author:	Approved By:	Page 3 of 5

Key Accountabilities	
Focus Areas	Responsibilities
	affected by their conduct.

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Version No: 1	Last Updated: 10/05/2019	Author:	Approved By:	Page 4 of 5
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Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check</li> <li>• Working With Children Check</li> <li>• Driver's Licence</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>• Certificate III/IV in Allied Health Assistance or equivalent</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Demonstrated ability to relate to people from a diverse range of social, cultural and ethnic backgrounds</li> <li>• Commitment to continuous quality improvement and health promotion principles</li> <li>• Effective time management and prioritisation skills</li> <li>• High level of accuracy and attention to detail</li> <li>• High level of cultural sensitivity and awareness</li> <li>• Demonstrated ability to function as part of a multi-disciplinary team</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> <li>• Demonstrated ability to organise and facilitate group programs and experience working with individuals</li> <li>• Ability to take direction from supervising Allied Health professionals</li> <li>• Experience supervising volunteers and students</li> <li>• A strong theoretical knowledge base relevant to the Community Health and ability to work autonomously</li> </ul>
<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><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    / 09 / 2020</p>

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Version No: 1	Last Updated: 10/05/2019	Author:	Approved By:	Page 5 of 5