

Employee Position Description

Position Details		
Position Title: Allied Health Assistant	Department: Physiotherapy	Agreement: Victorian Stand Alone Community Health Services, (Health and Allied services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: Senior Allied Health Assistant Manager Physiotherapy	Location: All sites but predominately based at Hawthorn or Richmond or Doncaster	
Direct Reports: Nil	Employment Status: Casual	Classification: Grade 2 (year as per EBA)
Position Primary Purpose		
<p>To deliver clinical services and administrative support within the Physiotherapy team across multiple revenue streams relevant to community based Physiotherapy services to clients. 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.</p> <p>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 clinician is not familiar with standard Practice or management of this risk 		<p>Internal</p> <ul style="list-style-type: none"> Senior Manger Allied Health Mangers in Allied Health Senior Clinicians in Allied Health Senior Allied Health Assistants in Allied Health Manager Access and Coordination Manager Quality Data Management Officer Intake & Reception Staff Colleagues in Allied Health, Mental Health, Medical, Child & Family, Dental and Community services

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.

Key Accountabilities	
Focus Areas	Responsibilities
Provision of Clinical Services	<ul style="list-style-type: none"> • Provide Physiotherapy Allied Health Assistant (AHA) group and individual services for community and clinic 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 a multidisciplinary model of care to enhance clinical outcomes of clients • Have a demonstrated application of contemporary infection control standards and practices. • Contributes to improvement by identifying strengths and weaknesses of current processes • Provides high value healthcare with support of physiotherapists • Understand roles and interdependencies of other departments and divisions at AccessHC • Understands funding and revenue streams relevant to providing Physiotherapy based services
Professional development and supervision	<ul style="list-style-type: none"> • Maintain and develop Scope of Practice and Competency requirements for your role. • Engage in and support the Supervision framework for the AHA team. • Contribute to the delivery, planning and coordination of practical placements and supervision of AHA students • Supervision and delegate appropriate clinical and administrative tasks to volunteers • Demonstrate commitment to continuous professional development and quality improvement • Participate and may take responsibility for defined areas such as student coordination, leadership of a portfolio group or special project as supported and directed by senior AHA, Physiotherapy Manager or Senior Clinician.
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; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • 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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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> Works collaboratively within and outside the team

Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> Police Check International Police Check Working With Children Check <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> Certificate IV Allied Health Assistant or relevant other Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> Clinical skills and experience in the delivery of group and individual Physiotherapy AHA services Demonstrates a developing level knowledge of medical conditions, terminology, disease and ageing 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 Demonstrated behaviours consistent with AccessHC values Driver's Licence (only if 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	
Employee Name:	Manager Name:

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Version No: 1	Last Updated: 24/5/2019	Author: K Durant/D Bengler	Approved By: D Bengler	Page 3 of 4

Authorisations	
Signature: _____ Date: / /	Signature: _____ Date: / /

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