

Employee Position Description

Position Details		
Position Title: Allied Health Assistant	Department: Occupational Therapy	Agreement: Victorian Stand Alone Community Health Centres, health professionals Multi-Employer enterprise Agreement 2018-2022
Reports To: Manager Occupational Therapy	Location: Predominantly based at Hawthorn and Doncaster –with ability to work from all sites	
Direct Reports: Nil	Employment Status: Part time fixed term	Classification: Grade 2 will be as per EBA above
Position Primary Purpose		
<p>To deliver clinical services and administrative support within the Occupational Therapy and Speech Pathology team across multiple revenue streams relevant to community based Occupational Therapy 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 Manager Allied Health Managers in Allied Health Senior Clinicians in Allied Health Senior Allied Health Assistants in Allied Health Manager Access and Coordination Manager Quality Data Management Officer Occupational Therapy Intake & Reception Staff Colleagues in Allied Health, Mental Health, Medical/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 Occupational Therapy 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 Occupational Therapy • 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 improvement by identifying strengths and weaknesses of current processes • Provide high value healthcare • Understand roles and interdependencies of other departments and divisions at AccessHC • Understands funding and revenue streams relevant to providing Occupational Therapy based services
Professional development and supervision	<ul style="list-style-type: none"> • Maintain and contribute to the development of Scope of Practice and Competency requirements for your role. • Engage in and support the Supervision framework for the AHA team. • Contribute to the supervision of AHA students • Delegate appropriate clinical and administrative tasks to volunteers • Demonstrate commitment to continuous professional development and quality improvement • Participate and contribute to defined areas such as a portfolio group or special project as instructed by senior AHA or Occupational Therapy manager.

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Key Accountabilities	
Focus Areas	Responsibilities
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</i> and <i>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. • Works collaboratively within and outside the team

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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 III 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 Occupational Therapy 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 • 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 • 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>