



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	400662
Division:	Pilbara	Title:	Allied Health Assistant
Branch:	Pilbara Population Health	Classification:	HSO Level G2
Section:	West Pilbara Primary Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Manager Primary Health</td></tr><tr><td>Classification:</td><td>HSO Level G-8</td></tr><tr><td>Position No:</td><td>608105</td></tr></table>	Title:	Manager Primary Health	Classification:	HSO Level G-8	Position No:	608105	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <table><tr><td><u>Title</u></td></tr><tr><td>Occupational Therapists</td></tr></table>	<u>Title</u>	Occupational Therapists
Title:	Manager Primary Health									
Classification:	HSO Level G-8									
Position No:	608105									
<u>Title</u>										
Occupational Therapists										
Responsible To	<table><tr><td>Title:</td><td>Senior Occupational Therapist</td></tr><tr><td>Classification:</td><td>HSO Level P-2</td></tr><tr><td>Position No:</td><td>400063</td></tr></table>	Title:	Senior Occupational Therapist	Classification:	HSO Level P-2	Position No:	400063			
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This position	<table><tr><td>Title:</td><td>Allied Health Assistant</td></tr><tr><td>Classification:</td><td>HSO Level G2</td></tr><tr><td>Position No:</td><td>400662</td></tr></table>	Title:	Allied Health Assistant	Classification:	HSO Level G2	Position No:	400662			
Title:	Allied Health Assistant									
Classification:	HSO Level G2									
Position No:	400662									

Positions under direct supervision:	Other positions under control:								
<table><tr><td>Position No.</td><td>Title</td></tr><tr><td colspan="2">Nil</td></tr></table>	Position No.	Title	Nil		<table><tr><td>Category</td><td>Number</td></tr><tr><td colspan="2"></td></tr></table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Assists and supports Allied Health Professionals in implementing programs and activities and undertakes specified client care under the direct supervision of therapy staff. Assists to maintain and manage therapy equipment. Under the delegation and monitoring of designated (AHPs), assist in activities that facilitate and support the effective and efficient provision of Allied Health Services.

WA Country Health
Service- Pilbara

22nd December 2016

REGISTERED

TITLE	Allied Health Assistant	POSITION NO	400662
		CLASSIFICATION	HSO Level G2



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL		70
1.1	Under the supervision of the allied health therapists, organises, conducts, encourages and supervises therapeutic interventions with selected clients, individually and in groups.	R	
1.2	Observes and reports on progress of clients.	R	
1.3	Supports therapists in a range of primary health care activities including treatment, early intervention and health promotion.	D	
1.4	Prepares materials, tools and equipment for individual and group programs as required.	D	
1.5	Assists with waitlisting, contacting and scheduling of clients.	D	
1.6	Maintains own statistics regarding clinical contact and records activities as required.	R	
1.7	Functions as a member of a multidisciplinary team.	D	
2.0	ADMINISTRATION		20
2.1	Attends and participates in departmental and team meetings as required.	O	
2.2	Assists with general administrative tasks eg photocopying, filing and record maintenance.	D	
2.3	Maintains neat work and storage areas and assists with the cleaning and maintenance of equipment.	D	
2.4	Arranges ordering of therapy supplies, resources and equipment.	R	
3.0	PROFESSIONAL AND EDUCATIONAL		5
3.1	Undertakes continuing professional development through a range of modalities as required to maintain and improve skills.	O	
3.2	Participates in performance management, including the maintenance of competencies.	O	
4.0	OTHER		5
4.1	Other duties as directed by the line manager.	O	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Well developed interpersonal and communication skills.
2. Ability to work as part of a multidisciplinary team.
3. Experience and competence in working with children, the elderly and people with disabilities.
4. Ability to manage own time effectively.
5. Competence with word processing and data entry.
6. Possession of (or eligible to possess) a current C or C-A Class drivers licence.

DESIRABLE

1. Previous experience as a Therapy Assistant or Aid.
2. Possession of or progression towards a relevant certificate/qualification.
3. Knowledge of Disability services, Equal Opportunity and Occupational Safety and Health.

Section 6 – APPOINTMENT FACTORS

Location	Roebourne / Wickham	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C or C-A Class drivers licence • Working With Children Check 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**WA Country Health
Service- Pilbara**

22nd December 2016

REGISTERED

Signature and Date:
Director Population Health

**WA Country Health
Service- Pilbara**

22nd December 2016

REGISTERED

Signature and Date:
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

**WA Country Health
Service- Pilbara**

22nd December 2016

REGISTERED