



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601141
Division:	Population Health	Title:	Manager Allied Health
Branch:	Kalgoorlie-Boulder	Classification:	HSO Level P3
Section:	Allied Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	601000

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
607971 – Consultant Public Health Medicine
601905 – Manager Allied Health
601396 – Coordinator Nursing – Community Health
613326 – Business Manager

Responsible To	Title:	Director Population Health
	Classification:	HSO Level G11
	Position No:	601201

This position	Title:	Manager Allied Health
	Classification:	HSO Level P3
	Position No:	601141

Positions under direct supervision:	← Other positions under control:																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> </thead> <tbody> <tr><td></td><td>Senior Occupational Therapist</td></tr> <tr><td></td><td>Senior Speech Pathologist</td></tr> <tr><td></td><td>Audiologist</td></tr> <tr><td></td><td>Senior social Worker</td></tr> <tr><td></td><td>Senior Physiotherapist x 3</td></tr> <tr><td></td><td>Podiatrist</td></tr> <tr><td></td><td>Dietician</td></tr> <tr><td></td><td>Allied Health Assistant</td></tr> </tbody> </table>	Position No.	Title		Senior Occupational Therapist		Senior Speech Pathologist		Audiologist		Senior social Worker		Senior Physiotherapist x 3		Podiatrist		Dietician		Allied Health Assistant	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Number</th> </tr> </thead> <tbody> <tr><td>Occupational Therapist</td><td></td></tr> <tr><td>Speech Pathologist</td><td></td></tr> <tr><td>Aboriginal Liaison Officer</td><td></td></tr> <tr><td>Social Worker</td><td></td></tr> <tr><td>Physiotherapist</td><td></td></tr> </tbody> </table>	Category	Number	Occupational Therapist		Speech Pathologist		Aboriginal Liaison Officer		Social Worker		Physiotherapist	
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Section 3 – KEY RESPONSIBILITIES

Responsible for the development, coordination, management and evaluation of Allied Health Services across the Goldfields region: Goldfields Division.

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GOLDFIELDS**

30 November 2017

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		CLASSIFICATION	HSO Level P3



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	LEADERSHIP & COORDINATION		30%
1.1	Coordination of the Allied Health departments: Audiology, Dietetics, Occupational Therapy, Physiotherapy, Podiatry, Social Work, Speech Pathology, Allied Health Assistants.		
1.2	Represents the interests of the Allied Health Service on various committees, working groups and other forums within the Goldfields Division and the wider community.		
1.3	Promotes effective communication and cooperation within and between all disciplines, departments and agencies.		
1.4	Monitors and reports on the achievement of program outputs and outcomes of Allied Health services to the Allied Health Team and to the Director Population Health.		
1.5	Undertakes performance appraisal of sole therapist/senior Allied Health staff.		
1.6	Participate in the professional development of self and others.		
1.6	Complies with demonstrates a positive commitment towards Equal Employment Opportunity and Occupational Safety and Health legislation, policies and procedures.		
2.0	ALLIED HEALTH SERVICES		30%
2.1	Reorienting and sustaining Allied Health Services to a Population Health model, incorporating community needs and ensuring the continuation of essential acute services.		
2.2	In conjunction with the Allied Health Team, plans, prioritises, develops, coordinates and evaluates integrated Allied Health care services for the Goldfields Division.		
2.3	Ensures a high standard of Allied Health clinical care through the application of best practice and management principles.		
2.4	Liaises and collaborates with community, professional and other groups to ensure that the needs of all stakeholders are addressed in the planning and development of services to ensure integrated and efficient Allied Health Service delivery.		
2.5	Provides clinical service and support in area of expertise.		
3.0	RESOURCE MANAGEMENT		25%
3.1	Ensures the effective management of the financial, human and physical assets associated with the provision of Allied Health Services.		
3.2	Defines and manages an Allied Health budget and external funding.		
3.3	Reviews staffing requirements within designated areas, initiates and coordinates the recruitment and selection process plus supporting systems for retaining existing staff members.		
3.4	Assists the Director Population Health with negotiating agreements for the provision of Allied Health services with relevant agencies and organisations for example; Disability Services Commission, Department of Education and Department of Child Protection.		
4.0	POLICY PLANNING		10%
4.1	Assists in the preparation and implementation of the Business and Strategic Plans for Allied Health in accordance with the strategic directions of the Goldfields Population Health Service.		
4.2	Assesses, revises, updates, develops, and implements Allied Health protocols and procedures including the maintenance of Policy and Procedure Manuals.		
5.0	OTHER		5%
5.1	Acts as a resource to all disciplines, including support with evidence based practice measures and evaluation of Allied Health Services.		
5.2	Actively seeks funding grants to improve service provision.		
5.3	Other duties as directed by the Director Population Health.		
	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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Weekly, F - Fortnightly, M - Monthly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualifications in Occupational Therapy, Physiotherapy, Speech Pathology, Audiology, Dietetics or Podiatry and eligible for registration with the relevant Board or Society, OR Tertiary qualifications in Social Work and eligible for full membership of the Australian Association of Social Workers or the Society of Professional Social Workers.
2. Demonstrated leadership skills and proven ability to lead in a multidisciplinary team.
3. Knowledge of roles and responsibilities of Allied, Community and Public Health professionals in a rural setting.
4. Demonstrated ability to plan, implement and evaluate population health programs and knowledge of the principles of primary health care.
5. Excellent interpersonal skills and demonstrated superior verbal and written communication skills.
6. Proven management experience including the preparation of business plans, financial and staff management and experience in quality improvement processes.
7. Demonstrated knowledge of human resource management policies and procedures including Occupational Safety and Health, Equal Employment Opportunity and disability access planning.
8. Commitment to Professional Development.
9. Possession of a current WA C or C-A Class driver's licence.

DESIRABLE

1. Possession of or commitment towards a management qualification.
2. Computer skills in word processing, spreadsheets and databases.
3. Substantial experience in procedure/site instruction development.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of eligibility for registration with the relevant Board/Association/Society • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Evidence of a current WA C – C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable 		
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.

Signature and Date: ____/____/____
Director Population Health

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

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