

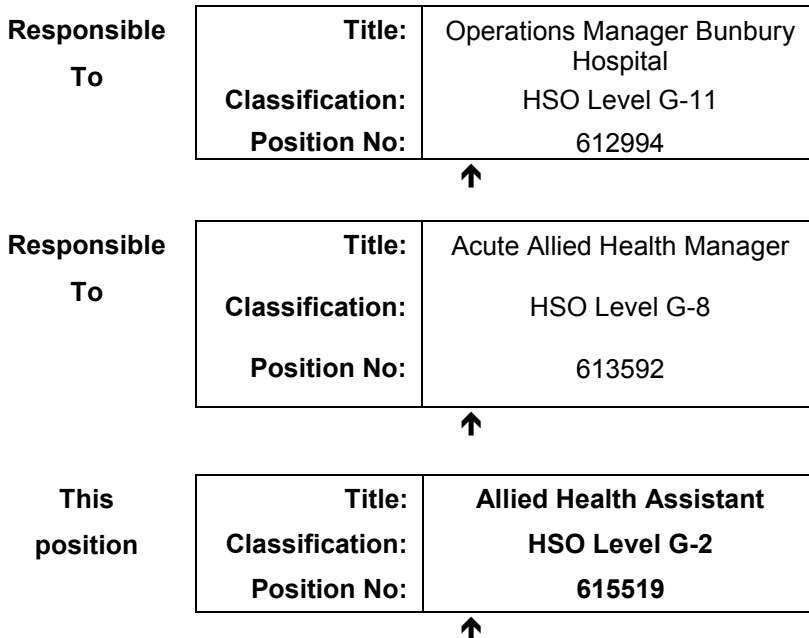


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615519
Division:	South West	Title:	Allied Health Assistant
Branch:	Bunbury Hospital – Palliative Care	Classification:	HSO Level G-2
Section:	Acute Allied Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Senior Physiotherapist
Senior Occupational Therapist
Senior Speech Pathologist
Senior Dietitian
Senior Social Worker
Social Worker
Occupational Therapist
Dietitian
Aboriginal Liaison Officer

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td></td> </tr> </tbody> </table>	Position No.	Title	NIL		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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Section 3 – KEY RESPONSIBILITIES

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
South West

12 May 2018

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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	ESSENTIAL RESPONSIBILITIES		10%
1.1	Maintain a basic record of required activities and communicates regularly with Designated AHP(s).		
1.2	Participate in performance development and develops own professional development plan, with the support of the Designated AHP.		
1.3	Network with allied health professionals and other allied health assistants.		
1.4	Participate in general staff development and meetings at the work site when required.		
1.5	Follow and abide by all relevant policies, guidelines and procedures of the organisation (e.g. OSH, confidentiality etc).		
1.6	Utilise and support the use of computing and videoconferencing facilities as required.		
1.7	Participate in quality improvement activities as directed by the AHP.		
2.0	ASSIST WITH ADMINISTRATION AND ORGANISATION OF ALLIED HEALTH SERVICES		10%
2.1	Undertake general reception and administrative duties such as answering the phone, photocopying, typing, filing, preparing correspondence etc.		
2.2	Support the management of medical /client records, including creation, maintenance and discharge.		
2.3	Prepare, order and maintain resources, stationery, and work materials.		
2.4	Maintain the client caseload records and make client appointments and related bookings.		
2.5	Enter statistics and assist in the preparation of departmental reports.		
3.0	ASSIST WITH EQUIPMENT AND TECHNICAL ASPECTS OF ALLIED HEALTH SERVICES		50%
3.1	Assist in the preparation of the allied health environment (e.g. treatment room).		
3.2	Assist in equipment loan programs including the supply and retrieval of equipment, including an understanding of manual handling and ability to demonstrate safe handling of heavy equipment, and maintenance of equipment databases.		
3.3	Assist in ordering, receipt of, storage and maintenance of supplies and equipment.		
3.4	Perform delegated activities including conducting equipment checks and maintenance and constructing specific aids or equipment under guidance.		
4.0	ASSIST WITH COMMUNITY BASED PROGRAMS PROVIDED BY ALLIED HEALTH SERVICES		5%
4.1	Participate in activities to increase community awareness of allied health services.		
4.2	Participate in health promotion and prevention programs.		
4.3	Prepare health promotion resources.		
5.0	ASSIST WITH CLIENT SPECIFIC PROGRAM ACTIVITIES OF ALLIED HEALTH SERVICES		15%
5.1	Assist and support AHP(s) in AHP led therapy sessions.		
5.2	Perform delegated individual and group programs with monitoring by the Designated AHP(s).		
STATEMENT OF DUTIES CONTINUED NEXT PAGE			
	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 4 – STATEMENT OF DUTIES CONTINUED

Duty No.	Details	Freq	%	
5.3	Identify and document client and/or intervention provision issues, equipment issued or collected, problems or changes as they are identified, and inform the Designated AHP within the required time frame.			
5.4	Complete documentation related directly to the Assistant's client contact (eg. progress notes, reports, correspondence, statistics).			
6.0	ASSIST IN THE PROVISION OF SUPPORT IN THE CLIENT'S ENVIRONMENT FOR ALLIED HEALTH SERVICES		5%	
6.1	Assist in identifying key stakeholders for clients and support coordination and liaison within the community between clients, caregivers, teachers and AHP(s).			
6.2	Provide advice and support to visiting AHP(s) about community protocols, cultural matters, customs and activities.			
6.3	Travel with the AHP(s) and provide client escorts within the community when required.			
6.4	Provide interpreting for community members to ensure clients and families are able to clearly communicate their problems and needs and fully understand the information being given.			
6.5	Demonstrates resilience and ability to work with and communicate appropriately in circumstances of palliation and bereavement.			
6.6	Work with the AHP to ensure services are culturally appropriate and meet the needs of clients and their families.			
7.0	ASSIST IN ENHANCING COMMUNITY ACCESS TO ALLIED HEALTH SERVICES		5%	
7.1	Promote awareness and use of available AH services to the community.			
7.2	Assist communities to access and participate in AHP services.			
7.3	Support communication with key members of the community about the allied health services and scheduled visits.			
7.4	Identify, meet with and communicate with community residents in need of AHP services, and notify AHPs as appropriate.			
7.5	Promote understanding of disability, aged care and other therapy needs within the community and represent people with therapy needs at community meetings.			
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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Ability to work as part of an interdisciplinary team.
2. Demonstrated effective interpersonal and communication skills - both written and oral.
3. Demonstrated computer skills, including word processing and data entry.
4. Demonstrated effective organisational and time management skills.
5. Experience and competence working with older people and or people with medical conditions
6. Knowledge and experience of equipment for people with physical impairments and its maintenance
7. Current C or C-A class driver's licence.

DESIRABLE

1. Experience working in a health care setting – particularly in a hospital environment and/or palliative care setting.
2. Relevant qualification or progress towards a qualification in a related area, e.g. Allied Health Assistant, Personal Carer, Human Services, Aged Care, Disability, Education Assistant, Child Care.
3. Knowledge of Disability services, Equal Opportunity and Occupational Safety and Health.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	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. • Evidence of current C or C-A Class drivers licence. 		
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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

<p>WA Country Health Service South West</p> <p>12 May 2018</p> <p>REGISTERED</p>
