

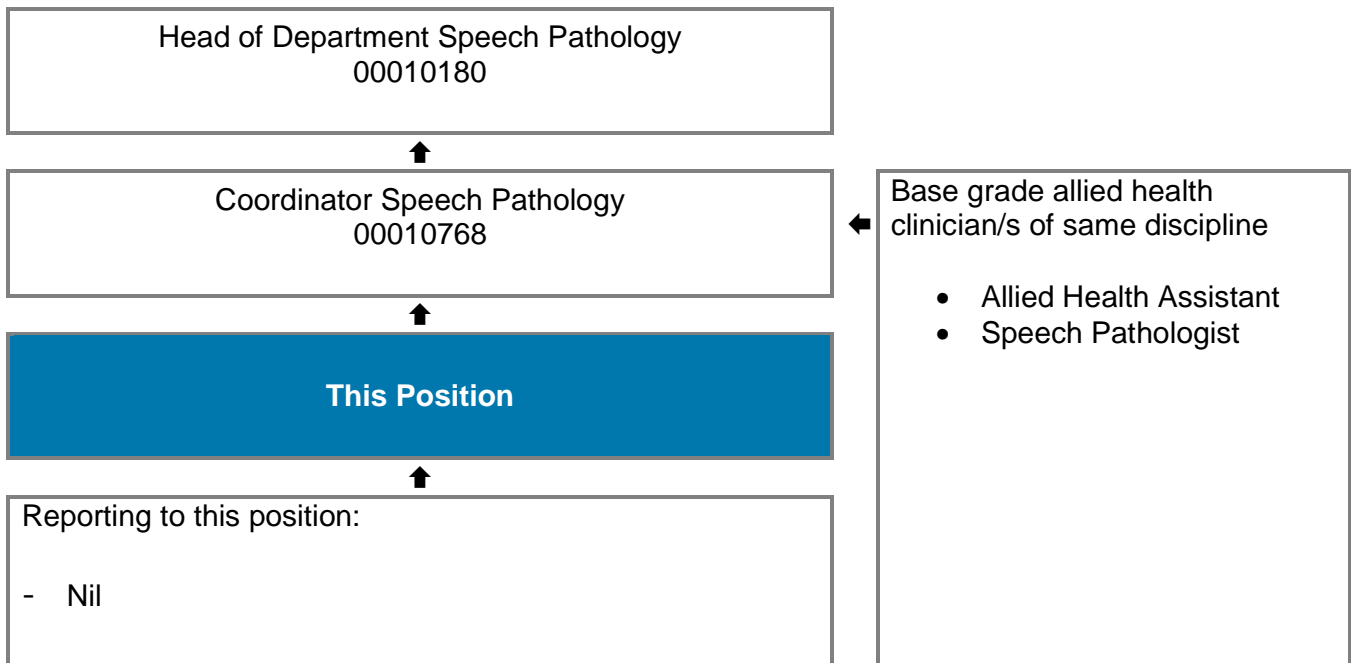


**Working with Children
Check (WWCC) Required**

DoH Registered

Allied Health Assistant
Health Salaried Officers Agreement; Level G2
Position Number: 00011724
Child Development Service
Child & Adolescent Community Health

Reporting Relationships



Key Responsibilities

Assists Allied Health Therapists in the Child Development Service with the provision of therapy programs including groups, and performs related activities under the therapists' direction. To work as a member of a multi-disciplinary team.

Brief Summary of Duties

1. Clinical Practice (under the direction and supervision of an Allied Health Therapist)

- Prepares treatment areas and equipment for children and families.
- Assists clinical staff during child assessments and treatments where two-person assistance is required.
- Assists with play and intervention activities as requested by the therapist as part of a therapy or group program.
- Liaises with clinical staff to ensure achievement of service goals.
- Provides feedback to professional staff on the child and family's progress.
- Provides relevant verbal and written information to families regarding play and child development.
- Escorts clients to and from therapy departments as required.
- Oversees clients and siblings in a crèche facility on a CDS site, as required.
- Organises and provides age appropriate individual and group activities to facilitate child development and support families.

2. General

- Participates in team meetings and contributes to case discussions.
- Prepares and maintains resources and equipment in collaboration with clinical staff.
- Provides a various administrative services to support clinical programs (eg. Photocopying, laminating).
- Identifies and reports damage/faults to equipment and toys to the therapist and follows up required action.
- Organises room bookings and audio-visual aids for meetings/education sessions.
- Maintains appropriate documentation utilising Child Development Information System (CDIS).
- Participates in performance development process with line manager.
- Participates in appropriate professional development activities.
- Participates in Quality Improvement activities.
- Undertakes other duties within the level, knowledge and expertise, as directed.
- Liaises with Allied Health students to support crèche facilities.

3. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment. Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience and ability in supervising children and organising age-appropriate play activities
2. Effective interpersonal and communication skills
3. Demonstrated ability to work effectively in a team
4. Demonstrated understanding of the need to observe client privacy and confidentiality
5. Ability to support the principles of family-focused service.
6. Basic computer skills in Microsoft Outlook, Word and Excel, and/or preparedness to develop skills
7. Possession of a First Aid Certificate

Desirable Selection Criteria

1. TAFE Certificate in Children's Services (Child Care) or Cert III in Allied Health Assistance or approved equivalent
2. Previous experience as a Child Care or Allied Health Therapy Assistant employee
3. Previous experience of supporting families of children with developmental concerns
4. Current knowledge of and commitment to Equal Opportunity and Disability Services in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.
- Successful Pre-Employment Health Assessment.

Certification

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

..... Manager / Supervisor Name Signature	or HE Number Date
..... Directorate/ Dept. Head Signature	or HE Number Date

..... Occupant Name Signature	or HE Number Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature	or HE Number Date
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DoH Registration Details (to be completed by HSS)

..... Created on July 2018 Last Updated on 20 July 2018
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