



HSS REGISTERED

Allied Health Assistant Occupational Therapy
Health Salaried Officers Agreement: HSO Level G2
Position Number: 112022
Occupational Therapy / Rockingham General Hospital
Rockingham Peel Group / South Metropolitan Health Service

Reporting Relationships

Manager Adult Community and Allied Health Services
 HSO Level G10
 Position No: 111545



Manager Occupational Therapy
 HSO Level P3
 Position No: 007658



This Position



Directly reporting to this position:

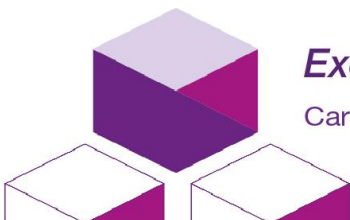
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Senior Occupational Therapist HSO P2 (Various)
- Occupational Therapist HSO P1 (Various)
- CAEP Officer HSO G3
- Homecare Carpenter L4

Key Responsibilities

Assists the Occupational Therapists in the provision of Occupational Therapy services within Rockingham General Hospital or in the community in accordance with relevant legislation, policies, procedures and standards, under the direction of the Senior Occupational Therapist or their delegate.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Clinical - Under direction of an Occupational Therapist

- 1.1 Oversees individual and group therapeutic and remedial programs.
- 1.2 Undertakes preparatory work for treatment sessions.
- 1.3 Assists with home visiting service.

2. Equipment and Resources

- 2.1 Maintains domiciliary patient equipment minimum stock levels by purchasing new equipment and monitoring returns.
- 2.2 Orders, receives, assembles, checks, numbers and stores new equipment.
- 2.3 Ensures sound recording and accounting procedures are followed according to SMAHS and Government Policy and Procedures.
- 2.4 Maintains the Patient Appliance Loan database.
- 2.5 Completes patient issue and return Equipment Loan forms for data input as required.
- 2.6 Receives and stores returned equipment, ensures it is clean and in good working order.
- 2.7 Organises equipment delivery and collection and equipment recalls.
- 2.8 Coordinates the maintenance of equipment in a clean, safe and serviceable manner.
- 2.9 Carries out minor repairs and replacement.
- 2.10 Separates damaged equipment and recommends disposal.
- 2.11 Assists with patient enquiries.
- 2.12 Assists with loan equipment on wards and preparation for treatment sessions.
- 2.13 Oversees the cleaning of equipment to agreed standards as necessary.
- 2.14 Liaises with CAEP Officer in order to maintain CAEP equipment within the community/store.
- 2.15 Undertakes basic clerical duties including word processing / data entry, filing and photocopying.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Relevant experience facilitating a range of therapeutic and rehabilitation programs on a group and individual basis.
2. Demonstrated knowledge and ability in computing, word processing and data entry.
3. Well-developed interpersonal, verbal and written communication skills.
4. Demonstrated high level of time management and organisational skills.
5. Demonstrated ability to work with minimal supervision and in a multi-disciplinary team environment.
6. Demonstrated patient handling skills, and physical capacity to undertake all duties.
7. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Successful completion of an approved Allied Health Assistant's Training Course (or equivalent) or experience in a health field.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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.

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Manager / Supervisor Name Signature or HE Number Date

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Dept. / Division Head Name Signature or HE Number Date

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

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Occupant Name Signature or HE Number Date
Effective Date

HSS Registration Details (to be completed by HSS)

Created on **Last Updated on** 21 February 2019