



# JOB DESCRIPTION FORM

## Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	607911
Division:	Pilbara	Title:	Allied Health Assistant
Branch:	Population Health	Classification:	HSO Level G2
Section:	East Pilbara Primary Health	Award/Agreement	Health Salaried Officers Agreement

## Section 2 – POSITION RELATIONSHIPS

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graph TD
    A["Responsible To  
Manager Primary Health  
HSO Level G-8  
608106"] --> B["Responsible To  
Senior Occupational Therapist  
HSO Level P-2  
300064"]
    B --> C["This position  
Allied health Assistant  
HSO Level G-2  
607911"]
    D["OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:  
Occupational Therapist x2"] --> B
  
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The diagram illustrates the reporting structure for the position of Allied health Assistant (HSO Level G-2, 607911). This position reports to the Senior Occupational Therapist (HSO Level P-2, 300064). The Senior Occupational Therapist reports to the Manager Primary Health (HSO Level G-8, 608106). Additionally, two Occupational Therapists report directly to the Senior Occupational Therapist.

[illegible]

### 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.

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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 MISSION**

To deliver and advance high quality care for country WA communities

## **OUR VISION**

To be a global leader in rural and remote healthcare

## **OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

## **OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL</b>		
1.1	Under the supervision of the allied health therapists, organises, conducts, encourages and supervises therapeutic interventions including play therapy with selected clients, individually and in groups.	R	70%
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.	R	
1.6	Maintains own statistics regarding clinical contact and records activities as required.	D	
<b>2.0</b>	<b>ADMINISTRATION</b>		
2.1	Attends and participates in departmental and team meetings and takes minutes as required.	O	20%
2.2	Assists with general administrative tasks e.g. photocopying, filing and record maintenance.	D	
2.3	Maintains neat work and storage areas including the cleaning and maintenance of equipment.	D	
2.4	Manages the ordering of therapy supplies, resources and equipment.	R	
<b>3.0</b>	<b>PROFESSIONAL AND EDUCATIONAL</b>		
3.1	Undertakes continuing professional development through a range of modalities as required maintaining and improving skills.	O	5%
3.2	Participates in performance management, including the maintenance of competencies.	O	
<b>4.0</b>	<b>OTHER</b>		
4.1	Other duties as directed by the allied health clinicians and line manager.	O	5%
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, documentation and communication skills.
2. Ability to work as part of a multidisciplinary team.
3. Experience and competence in working with older people, people with disabilities and children.
4. Ability to manage own time effectively.
5. Demonstrated computer competency including word processing, data entry, internet use and other technologies.
6. Evidence of 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. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	South Hedland	<b>Accommodation</b>	As determined by WA County Health Service (WACHS) Policy
<b>Appointment Conditions/ Allowances</b>	<p>Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26th parallel, air conditioning subsidy.</p> <p>Appointment is subject to:</p> <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Working With Children Check</li> <li>• Evidence of a current C or C-A Class drivers licence</li> </ul>		

## 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**

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

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>