



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601485
Division:	Population Health	Title:	Allied Health Assistant
Branch:	Kalgoorlie Health Campus	Classification:	HSO Level G2
Section:	Allied Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

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



Responsible To	Title:	Manager Allied Health
	Classification:	HSO Level P3
	Position No:	601141



This position	Title:	Allied Health Assistant
	Classification:	HSO Level G2
	Position No:	601485



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601140 – Senior Physiotherapist
601153 – Senior Audiologist
601155 – Senior Speech Pathologist
601157 – Senior Social Worker
601160 – Senior Occupational Therapist
601495 – Senior Physiotherapist
601598 - Podiatrist
613323 – Senior Physiotherapist
615050 - Physiotherapist
615096 – Coordinator Sub Acute Care
615813 – Clerical Assistant

Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Under the delegation and monitoring of designated Allied Health Professionals, assist in activities that facilitate and support the effective and efficient provision of Allied Health services in the Goldfields.

**WA Country Health Service –
 GOLDFIELDS**

13 March 2020

**REGISTERED
 Job Description Form**

TITLE	Allied Health Assistant	POSITION NO	601485
		CLASSIFICATION	HSO Level G2



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.

<p>WA Country Health Service – GOLDFIELDS</p> <p>13 March 2020</p> <p>REGISTERED Job Description Form</p>

TITLE	Allied Health Assistant	POSITION NO	601485
		CLASSIFICATION	HSO Level G2

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	ESSENTIAL RESPONSIBILITIES		
1.1	Maintains a basic record of required activities and communicates regularly with Designated Allied Health Professionals (AHP).		
1.2	Participates in performance development and develops own professional development plan, with the support of the Designated AHP.		
1.3	Networks with allied health professionals and other allied health assistants.		
1.4	Participates in general staff development and meetings at the work site when required.		
1.5	Follows and abides by all relevant policies, guidelines and procedures of the organisation (e.g. OSH, confidentiality etc).		
1.6	Utilises and supports the use of computing and videoconferencing facilities as required.		
1.7	Participates in quality improvement activities as directed by the AHP.		
2.0	ASSIST WITH ADMINISTRATION AND ORGANISATION OF ALLIED HEALTH SERVICES		
2.1	Completes general reception and administrative duties such as answering the phone, photocopying, typing, filing, preparing correspondence etc.		
2.2	Supports the management of medical /client records, including creation, maintenance and discharge.		
2.3	Prepares, orders and maintains resources, stationary, and work materials.		
2.4	Maintains the client caseload records and makes client appointments and related bookings.		
2.5	Enters statistics and assists in the preparation of departmental reports.		
3.0	ASSIST WITH EQUIPMENT AND TECHNICAL ASPECTS OF ALLIED HEALTH SERVICES.		
3.1	Assists in the preparation of the allied health environment (e.g. treatment room).		
3.2	Assists in equipment loan programs including the supply and retrieval of equipment and maintenance of equipment databases.		
3.3	Supports Community Aids & Equipment Program administrative requirements.		
3.4	Assists in ordering, receipt of, storage and maintenance of supplies and equipment.		
3.5	Perform delegated activities including conducting equipment checks and constructing specific aids or equipment.		
4.0	ASSIST WITH COMMUNITY BASED PROGRAMS PROVIDED BY ALLIED HEALTH SERVICES		
4.1	Participates in activities to increase community awareness of allied health services.		
4.2	Participates in health promotion and prevention programs.		
4.3	Prepares health promotion resources.		
5.0	ASSIST WITH CLIENT SPECIFIC PROGRAM ACTIVITIES OF ALLIED HEALTH SERVICES.		
5.1	Assists and supports AHP(s) in AHP led therapy sessions.		
5.2	Performs delegated individual and group programs with monitoring by the Designated AHP(s).		
5.3	Identifies and documents client and/or intervention provision issues, problems or changes as they are identified, and informs the Designated AHP within the required time frame.		
5.4	Completes documentation related directly to the Assistant's client contact (eg. progress notes, reports, correspondence, statistics).		

Section 4 – STATEMENT OF DUTIES continued next page

<p>WA Country Health Service – GOLDFIELDS</p> <p>13 March 2020</p> <p>REGISTERED Job Description Form</p>

TITLE	Allied Health Assistant	POSITION NO	601485
		CLASSIFICATION	HSO Level G2

Section 4 – STATEMENT OF DUTIES continued

6.0	ASSIST IN THE PROVISION OF SUPPORT IN THE CLIENT’S ENVIRONMENT FOR ALLIED HEALTH SERVICES		
6.1	Assists in identifying key stakeholders for clients and supports coordination and liaison within the community between clients, caregivers, teachers, AHP(s).		
6.2	Provides advice and support to visiting AHP(s) about community protocols, cultural matters, customs and activities.		
6.3	Travels with the AHP(s) and provides client escorts within the community when required.		
6.4	Provides 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 (as required).		
6.5	Works 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.		
7.1	Promotes awareness and use of available AH services to the community.		
7.2	Assists communities to access and participate in AHP services.		
7.3	Supports communication with key members of the community about the allied health services and scheduled visits.		
7.4	Identifies, meets with and communicates with community residents in need of AHP services, and notifies the AHP(s) as appropriate.		
7.5	Promotes understanding of disability, aged care and other therapy needs within the community and represents people with therapy needs at community meetings.		
8.0	OTHER		
8.1	Other duties as requested by the Manager Allied 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.		



TITLE	Allied Health Assistant	POSITION NO	601485
		CLASSIFICATION	HSO Level G2

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Effective written and verbal communication skills including experience working with people from different backgrounds.
2. Ability to work within a multidisciplinary team environment.
3. Ability to follow directions with limited supervision.
4. Sound time management, problem solving skills and computer literacy.
5. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Experience working in a health care setting, or working with adults, the elderly, children or people with a disability.
2. Relevant qualification or progress towards a qualification in a related area, eg Allied Health Assistant, Personal Care, Human Services, Aged Care, Disability, Education Assistant, Child Care.
3. Knowledge of Disability Services, Equal Opportunity and Occupational Safety and Health in all aspects of employment and service Delivery.

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"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or 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	Personal computer		

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

