



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607040
Division:	Wheatbelt	Title:	Allied Health Assistant
Branch:	Wheatbelt Population Health Unit	Classification:	HSO G-2
Section:	Avon & Central Wheatbelt Primary Health Service	Award/Agreement	Hospital Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Director Population Health Classification: HSO G-11 Position No: 607228	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <u>Title</u>
Responsible To	Title: Manager Avon & Central Primary Health Classification: HSO G-8 Position No: 607754	
This Position	Title: Allied Health Assistant Classification: HSO G-2 Position No: 607040	

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

Section 3 – KEY RESPONSIBILITIES

Under the supervision and direction of the relevant Allied Health Professionals supports and assists therapists to deliver primary health services to clients and the community.

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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.	%
CLINICAL COMPETENCIES AND PRODUCTIVITY			
1.	<u>Clinical Caseload, Health Promotion and Primary Health</u>		90
	Under the specific instruction of Primary Health Therapy staff the Allied Health Assistant will:		
1.1	Support the organisation and implementation of group session and workshops (eg setting up venue, cleaning equipment, organising handouts and materials, assist during the program, support participants during the program)	R	
1.2	Participate in and conduct health promotion and prevention programs as directed by allied health staff	R	
1.3	Access, prepare and maintain therapy resources and activities for programs and promotions under the directions of the therapists.	D	
1.4	Cleaning, maintaining, organising and cataloguing resources	R	
1.5	Conduct and assist with the implementation and evaluation of established therapeutic programs or routines, according to the treatment goals, with groups and individuals.		
1.6	Maintain relevant clinical and service documentation, including webPAS statistical data collection and client databases.	R	
1.7	Refer enquiries from clients and community members to the supervising allied health therapist.	O	
1.8	Participate in multidisciplinary team meetings as required	O	
1.9	Participate in quality management activities.	O	
2.	PROFESSIONAL DEVELOPMENT		5
2.1	Participate in own performance management and development with the supervising Allied Health Professional.	A	
2.2	Undergoes appropriate training as required	R	
3.	OTHER		5
3.1	Undertake other program activities and duties as negotiated with the supervising Allied Health Professional.	O	
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity and Diversity Policy, Prevention of Bullying, Harassment & Discrimination in the Workplace Policy, Occupational Safety & Health, Public Sector Standards, WA Health Code of Conduct, WA Public Sector Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.			
FREQUENCY: D – Daily R – Regularly W –Weekly O – Occasionally A-Annually			

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Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Demonstrated ability to be flexible in managing and organising time and commitments.
2. Demonstrated sound interpersonal and communication skills - both written and oral.
3. Proven ability to work in a team environment
4. Ability to work with minimal supervision.
5. Demonstrated ability in Microsoft Office software
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Completion of Allied Health Assistant course / training or similar
2. First Aid Course Certificate.
3. Knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Northam	Accommodation	As determined by the WA Country Health Service Policy
		Nil	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Aged Care Criminal Record Clearance. • Working With Children (WWC) Check. • Successful Pre-Employment Health Assessment. • Successful WA Health Integrity Check. • Evidence of a current 'C' or 'C (a)' class drivers licence and ability to travel throughout the region. 		
Specialised equipment operated	Nil		

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