



North Metropolitan Health Service
Job Description Form

HSS Registered

Allied Health Assistant

Health Salaried Officers Agreement: HSO G-2

Position Number: 704756

**North Metropolitan Community Adult Mental Health Service
Mental Health, Public Health and Dental Services**

Reporting Relationships

Senior Occupational Therapist
HSO P2
(Multiple positions)



Supervising Therapist
(Occupational Therapist)
HSO P1
(Multiple positions)



This Position



Also reporting to this supervisor:

- Nil

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Under the direction of the Supervising Therapist, organises and provides therapeutic interventions and programmes in a group and on an individual basis, targeted at maximising client well-being. The role of the Allied Health Assistant is to support the delivery of therapy services to the clients of the Community Adult Mental Health Service.

Brief Summary of Duties

1. CLIENT CARE

- 1.1 Works with clients, individually and in groups, under the direction and supervision of the Supervising Therapist.
- 1.2 Organises and prepares equipment for therapeutic interventions. Ensures adequate supply and storage of equipment.
- 1.3 Under the direction of the Supervising Therapist assists and supports clients with education and skills training required to promote well-being, independence, functional performance, community integration and social inclusion.
- 1.4 Implements therapeutic interventions, programmes and activities under the direction of the Supervising Therapist.
- 1.5 Under the direction of the Supervising Therapist grades, adapts and evaluates therapeutic interventions according to the client's needs.
- 1.6 Observes and reports to the Supervising Therapist and MDT/Case Manager on the behaviour and progress of clients.
- 1.7 Documents as required ensuring all entries in medical records are countersigned by the relevant Therapist.
- 1.8 Attends and participates in Occupational Therapy staff meetings and other meetings as required.
- 1.9 Participates in the supervision and training of students, other staff and caregivers as directed.
- 1.10 Assists with client transport, including accompanying clients on community outings
- 1.11 Engages in continuous quality improvement and supports the relevant Supervising Therapist through participation in the planning, reviewing and development of Therapy services.
- 1.12 All Therapeutic interventions provided under supervision are appropriate to competency, training, skills level and scope of practise.

2. EDUCATIONAL

- 2.1 Participates in training programmes as required.
- 2.2 Participates in the promotion of therapy interventions.
- 2.2 Attends regular supervision with Supervising therapist.
- 2.3 Participates in own performance review/development on a regular basis with supervisor.

3. ADMINISTRATION

- 3.1 Maintains attendance records and records statistics as required by the NMHS and the Office of Mental Health.
- 3.2 Prepares orders for therapy materials and submits same to Supervising Therapist.
- 3.3 Exercises good organisational and time management.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in annual performance development review and professional development in conjunction with the Supervising Therapist.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to the role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental/Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 4.7 Conducts activities in compliance with the Mental Health Act 2014 and the National Mental Health Standards.

Other Duties as required

Work Related Requirements

ESSENTIAL SELECTION CRITERIA

1. Effective verbal and written communication skills
2. Effective interpersonal skills including the ability to interact effectively with mental health consumers
3. Ability to provide group or individual activities as directed by the Supervising Therapist.
4. Ability to work collaboratively as a member of a team.
5. Ability to effectively organise and manage own work duties, under the direction of the Supervising Therapist.
6. Experience in the use of computer software applications
7. Current "C" or "C.A." class drivers licence

DESIRABLE SELECTION CRITERIA

1. Completion of a TAFE Certificate III in Allied Health Assistance or equivalent
2. Previous experience in mental health or rehabilitation
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Current "C" or "C.A." class drivers licence

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:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature/HE:
Date: