



HSS registered

Allied Health Assistant

Position Details

Position Number: 004635
Classification: G2
Agreement: Health Salaried Officers Agreement
Directorate: Allied Health
Department: Occupational Therapy
Location: Sir Charles Gairdner Hospital

Reporting Relationships

This position reports to:

00729	Occupational Therapy Coordinator	Level P3
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Positions under direct supervision:

nil

Primary Purpose of the Role

As part of a multi-disciplinary team assists with implementing direct patient care according to allied health professional defined programs in an acute, sub-acute or rehabilitation hospital setting and provides administrative support to clinicians under the direction and supervision of an Allied Health Professional.

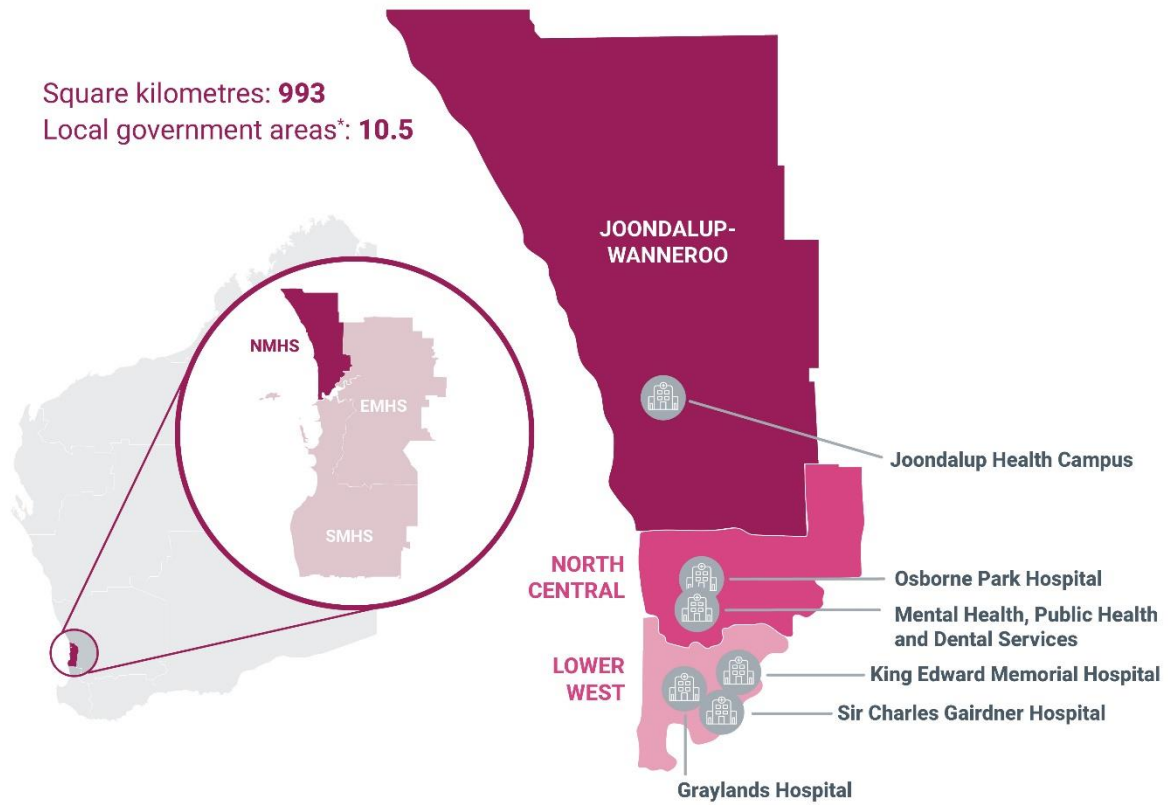
Vision

A trusted partner, delivering excellent health care for our people and our communities.



Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/ Individual Behaviours](#) for information on individual behaviours that reflect the organisation’s values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:

<p>Enabling healthy communities We build healthy and engaged communities</p>	<p>People-centred care We will place our consumers’ and their carers’ best interests and experience at the core of all we do</p>
<p>Integration and connection We will build strong connections and partnerships</p>	<p>Innovation and adaptive models of care We will use research and technology to improve outcomes</p>
<p>Trusted, engaged and capable people We will invest in our people and our culture</p>	<p>Sustainable and reliable We will reduce harm, waste and unwarranted variation</p>



Key Accountabilities

1. Clinical – Direct Patient Care
2. Under the direction of a qualified Allied Health Profession:
3. Prepares resources and activities for individual therapy, adapting the activity to meet therapy goals.
4. Implements patient treatment and training either individually or in a group format, this may include patient handling (lifting, positioning and 2 person interventions), transfer training, exercise programs, range of motion exercises, and activity of daily living re-training.
5. Monitors and reinforces the therapy programs.
6. Provides feedback on patient progress to the Allied Health Professional.
7. Undertakes patient handling including lifting, positioning and preparing patients for treatment.
8. Transports patients to and from the therapy area.
9. Uses screening tools as directed by Allied Health Professional.

10. Clinical – Group Program
11. Prepares resources for group programs.
12. Implements patient treatment in a group setting as directed by an Allied Health Professional.
13. Provides feedback regarding group program and patients to the Allied Health Professionals.

14. General Admin Duties
15. Prepares, cleans and tidies equipment and treatment areas.
16. Participates in quality activities and data input for research projects.
17. Purchases, manages and orders supplies as directed by the Allied Health Professional.
18. Undertakes clerical and office duties as required e.g. telephone and personal reception, photocopying, and collating.
19. Records statistics using the AHS system.
20. Assists with administrative duties.
21. Participates in continuing education activities and supervision to improve skills and work performance.

22. **NMHS Values: Care, Respect, Innovation, Teamwork, Integrity**
- 22.1 Reflect the NMHS values in the way you work, behave and make decisions.

23. **NMHS Governance, Safety and Quality Requirements**
- 23.1 Participates in the maintenance of a safe work environment.
- 23.2 Participates in an annual performance development review.
- 23.3 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.
- 23.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 23.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 23.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

24. **Undertakes other duties as directed.**



Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Completion of or working towards a Certificate of Allied Health Assistance (or similar) or significant experience working in a Health or Disability sector.
2. Ability to implement a wide range of patient interventions in individual and group settings as directed by a qualified Allied Health Professional.
3. Demonstrated effective communication and interpersonal skills.
4. Ability to work under direct and indirect supervision and to work collaboratively as part of a multidisciplinary team.
5. Demonstrated initiative and time management skills including the ability to set priorities and manage your own workload.
6. Demonstrated computer literacy skills, including the ability to use spreadsheets, databases and Microsoft office applications.

Desirable Selection Criteria

1. Experience working as an Allied Health Assistant or Occupational Therapy Assistant in a hospital setting.
2. Current "C" or "C.A." class drivers' licence.
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.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Dept./Division Head	Position Occupant
Name: Kate Sainsbury Signature/HE:84777 Date: 24/02/2022	Name: Annette Barton Signature: he04894 Date: 24/02/2022	Name: Signature: Date:

