



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Allied Health Assistant

Position details

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| Position Number: | 00013399 |
| Classification: | HSO Level G2 |
| Agreement: | Health Salaried Officers Agreement |
| Directorate: | Operations - Service Unit 2 - Mental Health |
| Department: | Child and Adolescent Mental Health Services (CAMHS)/Acute Mental Health Services |
| Location: | Perth Children's Hospital, QEII Campus, Nedlands |

Reporting relationships

This position reports to:

00013402 Senior Occupational Therapist HSO P2

Positions under direct supervision:

Nil

Key Responsibility

- Assists with planning and implementing group and individual Occupational Therapy programs at Child and Adolescent Mental Health Service (CAMHS) Inpatient Unit under the direction and supervision of the Senior Occupational Therapist or their delegate.

About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Care for children, young people and families



Provide high-value healthcare



Collaborate with our key support partners



Value and respect our people



Promote teaching, training and research

Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

Compassion

I treat others with empathy and kindness

Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

Collaboration

I work together with others to learn and continuously improve our service

Accountability

I take responsibility for my actions and do what I say I will

Equity

I am inclusive, respect diversity and aim to overcome disadvantage

Respect

I value others and treat others as I wish to be treated

Summary of accountabilities

1. Client Related

- Plans and implements group and individual programs under the direction of the Senior Occupational Therapist.
- Selects, grades and adapts activities as appropriate to meet the needs and therapy goals of individual clients.
- Reports client related observations and liaises with the multidisciplinary team.
- Documents in client files under the supervision of the Senior Occupational Therapists.
- Participates appropriately in clinical and program planning meetings.
- Ensures the comfort and safety of clients of the therapy program.
- Carries out therapy programs with clients in the community under the direction of the Senior Occupational Therapists.
- Engages in physically active, social, educational and other skills-based group and individual activities to meet the therapy needs of clients.
- Facilitates transport of clients to relevant community-based activities.

2. Preparation and administration

- Organises materials, equipment and the environment for group and individual sessions.
- Maintains treatment and storage areas in a tidy, safe and organised condition.
- Monitors and reports on levels of equipment and therapy supplies and orders these as required.
- Undertakes clerical duties including filing, photocopying, and management of petty cash as required.

3. Team work

- Participates in client-related team activities and works co-operatively with members of the multi-disciplinary team.
- Participates constructively in staff meetings and follows through with designated tasks.

4. Development and Performance

- Actively participates in continuing education activities and other strategies to maintain and improve skills and work performance including consultation with the Senior Occupational Therapists to increase knowledge of Occupational Therapy theory and practice as related to own role.
- Participates in the supervision, support and training of students and volunteers as appropriate.

5. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.

- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Relevant previous experience working with mental health clients in a hospital or community setting.
2. Demonstrated understanding of the role of Occupational Therapy within a mental health setting.
3. Proven skills in effectively implementing therapeutic activities on a group and individual basis.
4. Proven ability to communicate and relate effectively with people with a mental illness, their family members and colleagues.
5. Knowledge and skills in a wide range of therapeutic activities, including the ability to participate in a range of skill development and physically active groups.
6. Demonstrated ability to work under supervision and to modify actions in response to feedback.
7. Demonstrated motivation and initiative in managing own workload and time effectively.

Desirable selection criteria

1. Completion of an approved Occupational Therapy Assistant, Therapy Assistant or Allied Health Assistant course, or other relevant training.
2. Experience in working with children and adolescents.
3. Current and valid driver's licence.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment to this position is subject to the following:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on

Last Reviewed

HSS Registered

Insert date

30/01/2020

30/12/2020

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date

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

Occupant Name

Signature or HE Number

Date