



Job Description Form



SOUTH WEST

Landscape Photos: Tourism Western Australia

Position Title

Position number: VARIOUS

Allied Health Assistant

Regional Profile

The South West is located in the southern-western corner of Australia and covers an area of nearly 24,000 square kilometres. It is Western Australia’s most popular tourist destination and has unique biodiversity and a rich natural environment. The Regional Health Service offers two (2) main health facilities at Bunbury and Busselton. The Health Service is also widely supported with a network of smaller hospitals and Multi-Purpose Service (MPS) sites at: Augusta, Boyup Brook, Bridgtown, Collie, Donnybrook, Harvey, Margaret River, Nannup, Northcliffe, Pemberton and Warren.

About the WA Country Health Service

Our Strategic Priorities



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.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Allied Health Assistant	Position Number: Various	Classification: HSO Level G-2
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Directorate overview

Bunbury Hospital is an acute and specialist care facility with a focus on providing high quality and compassionate health care services to Bunbury and the South West community of Western Australia. Bunbury Hospital has four specialty clinical directorates covering: Emergency and Mental Health care; Surgical Services; Intensive Care, General and Geriatric medicine; Paediatrics, Obstetrics and Gynaecology. Supporting these directorates, are Allied Health and Community Services and Operational Services directorates.

As a public hospital servicing our community, we work closely with our partners to develop contemporary person-centred care pathways - with the aim of improving access to services closer to home. Bunbury Hospital is also co-located with the private St John of God Hospital, Genesis Radiation Oncology, Imaging Services, Dental Health and PathWest at the South West Health Campus.

We actively support and encourage diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	Various	Registration Date:	June 2022
Classification:	HSO Level G-2	Location:	South West
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Acute Allied Health		

Position Overview

Assists and supports Allied Health Professionals in implementing programs and activities and undertakes specified client care under the direct supervision of the Allied Health Professional. Assists to maintain and manage therapy equipment. Under the delegation and monitoring of designated (AHPs), assist in activities that facilitate and support the effective and efficient provision of Allied Health Services.

Reporting Relationships

Responsible to:

Acute Allied Health Manager
HSO Level G-8
Position: 613592



This position:

Allied Health Assistant
HSO Level G-2
Position: 617249



Positions under direct supervision:

Nil



Other positions reporting to this position:

Senior Social Worker
Social Worker
Welfare Officer
Senior Occupational Therapist
Occupational Therapist
Senior Aboriginal Liaison Officer
Aboriginal Liaison Officer
Clinical Psychologist
Senior Physiotherapist
Senior Speech Pathologist
Speech Pathologist
Senior Dietitian
Dietitian



Key Duties/Responsibilities

1. Clinical

- 1.1. Under the supervision of the allied health therapists, organises, conducts, encourages and supervises therapeutic interventions with selected clients, individually and in groups.
- 1.2. Observes and reports on progress of clients.
- 1.3. Supports therapists in a range of activities including treatment, early intervention and health promotion.
- 1.4. Prepares materials, tools and equipment for individual and group programs as required.
- 1.5. Assists with waitlisting, contacting and scheduling of clients.
- 1.6. Maintains own statistics regarding clinical contact and records activities as required.
- 1.7. Functions as a member of a multidisciplinary team.

2. Administration

- 2.1. Attends and participates in departmental and team meetings as required.
- 2.2. Assists with general administrative tasks eg photocopying, filing and record maintenance.
- 2.3. Maintains neat work and storage areas and assists with the cleaning and maintenance of equipment.
- 2.4. Arranges ordering of therapy supplies, resources and equipment.

3. Professional

- 3.1. Undertakes continuing professional development through a range of modalities as required maintaining and improving skills.
- 3.2. Participates in performance management, including the maintenance of competencies.

4. Other

- 4.1. Other duties as directed by the line manager.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Well developed interpersonal and communication skills.
2. Ability to work as part of a multidisciplinary team.
3. Experience and competence in working with older people and people with disabilities.
4. Ability to manage own time effectively.
5. Competence with word processing and data entry.
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

Desirable

1. Previous experience as an Allied Health Assistant or Aid.
2. Possession of or progression towards a relevant certificate/qualification.
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- 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 – *if essential to location of employment*
- Successful Aged Care Criminal Record Clearance – *if essential to location of employment*
- Evidence of a current C or C-A Class driver's licence or other specialised licence class.

**WA Country Health Service
South West**

14 November 2022

REGISTERED

