



Allied Health Assistant

Position details

Position Number:	00011724
Classification:	HSO Level G2
Agreement:	Health Salaried Officers Agreement
Directorate:	Operations - Service Unit 1 - Community Health
Department:	Child Development Service
Location:	Community Health - Perth Metropolitan Area

Reporting relationships

This position reports to:

00005992 Manager Child Development Service Level G9

Positions under direct supervision:
nil

Key Responsibility

- Assists Allied Health Therapists in the Child Development Service with the provision of therapy programs including groups and performs related activities under the therapists' direction. To work collaboratively as a member of a multi-disciplinary team.

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. Clinical Practice (under the direction and supervision of an Allied Health Therapist)

- Prepares treatment areas and equipment for children and families.
- Assists clinical staff during child assessments and treatments where two-person assistance is required.
- Assists with play and intervention activities as requested by the therapist as part of a therapy or group program.
- Liaises with clinical staff to ensure achievement of service goals.
- Provides feedback to professional staff on the child and family's progress.
- Provides relevant verbal and written information to families regarding play and child development.

2. General

- Participates in team meetings and contributes to case discussions.
- Prepares and maintains resources and equipment in collaboration with clinical staff.
- Provides various administrative services to support clinical programs (e.g. Photocopying, laminating).
- Identifies and reports damage/faults to equipment and toys to the therapist and follows up required action.
- Organises room bookings and audio-visual aids for meetings/education sessions.
- Maintains appropriate documentation utilising Child Development Information System (CDIS).
- Participates in performance development process with line manager.
- Participates in appropriate professional development activities.
- Participates in Quality Improvement activities.
- Undertakes other duties within the level, knowledge and expertise, as directed.

3. 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*, *Work Health and Safety Act (WA) 2020*, *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. Demonstrated experience and ability in supervising children and organising age appropriate play activities
2. Effective interpersonal and communication skills
3. Demonstrated ability to work effectively in a team
4. Demonstrated understanding of the need to observe client privacy and confidentiality
5. Basic computer skills in Microsoft Outlook, Word and Excel, and/or preparedness to develop skills

Desirable selection criteria

1. TAFE Certificate in Children's Services (Child Care) or Cert III in Allied Health Assistance or approved equivalent
2. Previous experience as a Child Care or Allied Health Therapy Assistant employee
3. Previous experience of supporting families of children with developmental concerns
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

22/05/2023

Last Reviewed

Insert date

Registered

12/06/2023

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

