



Allied Health Assistant

Position details

Position Number:	00013584
Classification:	HSO Level G2
Agreement:	Health Salaried Officers Agreement
Directorate:	Operations - Service Unit 5 - Allied Health
Department:	Keeping Kids In No Distress
Location:	Perth Children's Hospital, QEII Campus, Nedlands

Reporting relationships

This position reports to:

00013583	Coordinator Occupational Therapy	P3
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Positions under direct supervision:

Nil

Key Responsibility

Assists Allied Health Therapists within the Kkind team with the provision of therapy programs and interventions, performs related activities including procedural support and resource development under the therapists' direction. To work 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, in the clinic and in other settings as required)

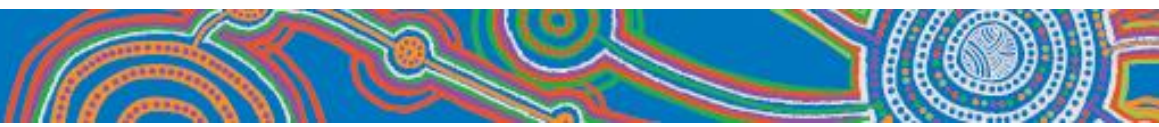
- Prepare treatment areas and equipment for children and families.
- Assist clinical staff during child assessments and treatments
- Assist with play and intervention activities as requested by the therapist as part of a therapy or group program.
- Liaise with clinical staff to ensure achievement of service goals.
- Provide feedback to professional staff on the child and family's progress.
- Provide relevant verbal and written information to families regarding play and child development.
- Escort clients to and from therapy departments as required.
- Organise and provide age appropriate individual and group activities to facilitate child development and support families

2. General

- Participate in team meetings and contribute to case discussion.
- Prepare and maintain resources and equipment in collaboration with clinical staff.
- Provide a photocopying service to support clinical programs.
- Identify and report damage/faults to department equipment and toys to the therapist and follow up required action.
- When required, organise room bookings, audio-visual aids for meetings/education sessions.
- Maintain documentation utilising appropriate systems.
- Participate in performance management with line manager.
- Participate in appropriate professional development activities.
- Participate in Quality Assurance 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 for individuals and groups.
2. Effective interpersonal and communication skills.
3. Demonstrated ability to work effectively in a team.
4. Ability to support the principles of family focused service.
5. Demonstrated understanding of the need to observe client privacy and confidentiality.
6. Basic computer skills and/or preparedness to learn them.

Desirable selection criteria

1. Completion of Allied Health Assistant course or equivalent.
2. Possession of a First Aid Certificate
3. 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	Insert date	7/03/2023

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

