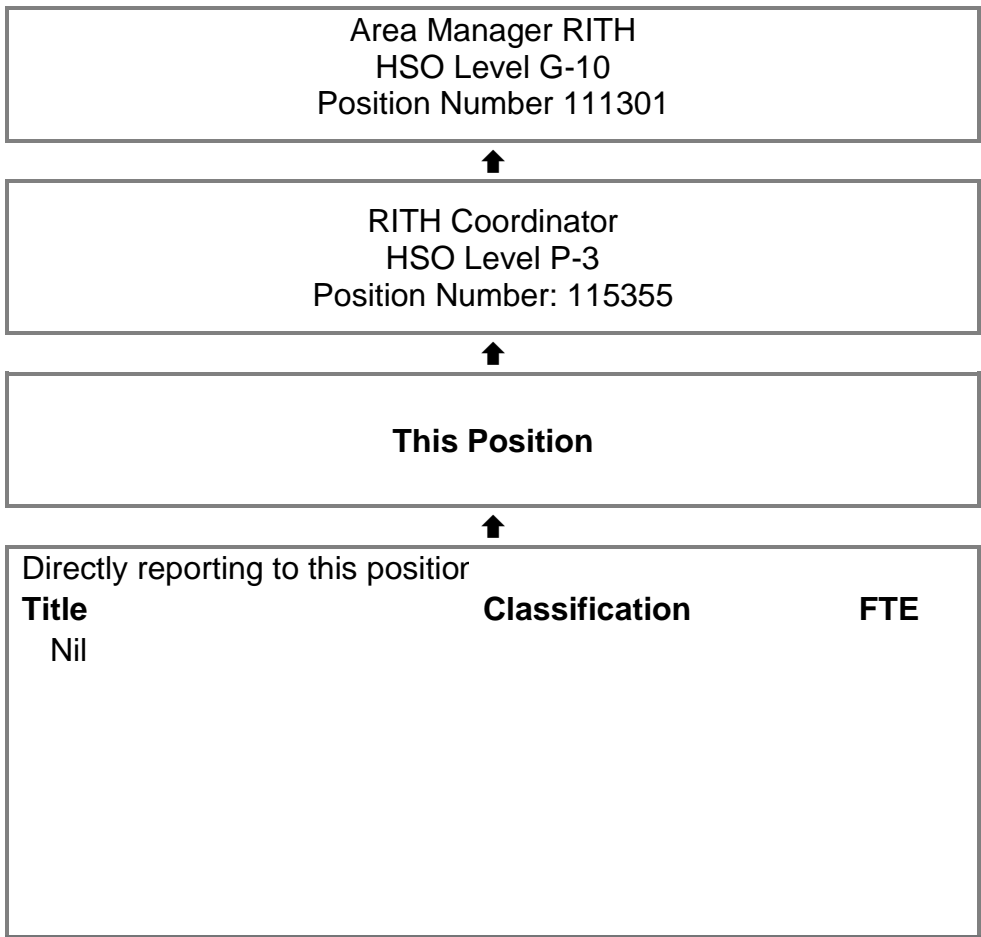




**HSS REGISTERED**

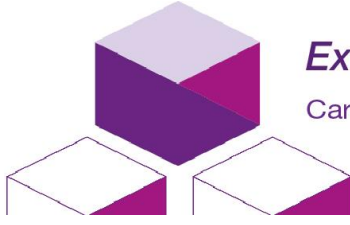
**Senior Allied Health Assistant**  
**Health Salaried Officers Agreement; Level G-3**  
**Position Number: SM115966, SM115967, SM115968**  
**Rehabilitation in the Home**  
**South Metropolitan Health Service**

**Reporting Relationships**



- ← Also reporting to this supervisor:
- Senior Social Worker RITH; HSO P-2; 1.5 FTE
  - Senior Physiotherapist; HSO P-2; 6.2 FTE
  - Senior Occupational Therapist; HSO P-2; 3.0 FTE
  - Senior Speech Pathologist; HSO P-2; 1.6 FTE
  - Senior Dietitian; HSO P-2; 0.8 FTE
  - Therapy Assistant; HSO G-2; 3.0 FTE
  - Clinic Clerk; HSO G-2; 3.0 FTE

**Key Responsibilities**  
 Implements therapy programs independently in patients' homes as directed by the Rehabilitation in the Home team of Physiotherapists, Occupational Therapists, Social Workers, Speech Pathologists and Dietitians.  
 Supports the RITH teams to manage physical resources and record service activity.



## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



## Brief Summary of Duties (in order of importance)

### 1. Clinical

- 1.1 Independently implements, monitors and reinforces patient education and therapy programs across all specialty areas for complex, early supported discharge patients in the community as directed by and under the remote supervision of the Allied Health professionals. This involves:
  - 1.1.1 Exercise programs and gait education
  - 1.1.2 Functional retraining programs
  - 1.1.3 Programs involving carers/family
  - 1.1.4 Speech pathology programs
  - 1.1.5 Dietetic monitoring/education programs
  - 1.1.6 Community access
  - 1.1.7 Support of medication compliance
  - 1.1.8 Other duties as directed by therapists
- 1.2 Provides comprehensive education on a defined range of topics to patients and/or carers in the community under the remote supervision of the Allied Health professionals.
- 1.3 Liaises with relevant Allied Health professionals and site Coordinator regarding clinical treatment in an effective and timely manner.
- 1.4 Responsible for independently recognising signs of patient clinical deterioration and with remote supervision takes appropriate action as per departmental protocols.
- 1.5 Responsible for independently recognising environments that place the staff member or patient at personal risk and responding to these with remote supervision and within departmental procedures.
- 1.6 Responsible for prioritising and organising patient caseload and administrative workload within allocated time and effectively communicating with the multidisciplinary team.
- 1.7 Documents interventions and changes detected in patients' status and provides daily reports/feedback to therapists.

### 2. Administration

- 2.1 Responsible for ordering, modifying and maintaining patient related equipment and therapeutic appliances as directed.
- 2.2 Completes data entry tasks in accordance with department processes and procedures.
- 2.3 Recommends appropriate service-related resource materials for purchase and coordinates purchasing as requested.
- 2.4 Assist the department with maintaining; as required:
  - 2.4.1 Filing
  - 2.4.2 Entering appointments on WebPAS
  - 2.4.3 Excel spreadsheets and RITH database
  - 2.4.4 Answering phone to patient related queries

### 3. Professional and Performance

- 3.1 Attends and participates in staff meetings, in services and other training.
- 3.2 Undertakes continued development to meet learning objectives, maintain department standards, professional and technical skills. Participates in department programmes.
- 3.3 Supervises work experience students and undergraduate allied health students on placement including providing feedback to supervising therapist and completing orientation in consultation with supervising therapist.

**4. SMHS Governance, Safety and Quality Requirements**

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Participates in the maintenance of a safe work environment
- 4.3 Participates in an annual performance development review
- 4.4 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

**5. Undertakes other duties as directed.**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Experience as an Allied Health Assistant with elderly and disabled clients or transferrable equivalent experience.
2. Demonstrated ability to work independently and use effective problem-solving skills to achieve outcomes, including assessing and responding to patient and personal risk.
3. Current or transferrable knowledge, skills and experience in implementing a wide range of therapeutic treatment programs including but not limited to physiotherapy, occupational therapy and speech pathology goals.
4. Under remote supervision, demonstrated ability to work independently as well as collaboratively as part of a multi-disciplinary team in a clinical setting, manage personal and professional boundaries and maintain patient confidentiality.
5. Effective organisation and time management skills for prioritising patient caseloads and managing a range of tasks.
6. Demonstrated communication and interpersonal skills, including the ability to consult, liaise, and build positive relationships with families, carers and professional staff.
7. Current "C" or "C.A." class drivers licence.

### Desirable Selection Criteria

1. Possession of a Certificate III or IV in Allied Health Therapy Assistance
2. Previous experience of working with remote supervision in a community Allied Health Assistant role or equivalent.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Created:

Last updated: 20 January 2023

HSS Registered: 2 March 2023

### SMHS Job Description Form

Human Resource Services, South Metropolitan Health Service

Version date: April 2022

Next review: April 2023