



Job Description Form



MIDWEST

Landscape Photos: Tourism Western Australia

Position Title

Position number: 605207

Allied Health Assistant

Division Description

The WA Country Health Service (WACHS) Midwest health region of Western Australia covers more than 470,000 square kilometres, nearly one fifth of the State, with its population concentrated along the coast. The region is located in the northern middle section of Western Australia and incorporates three health districts - Gascoyne, Geraldton, Midwest and Murchison, is recognised for its unique natural environment and is a culturally diverse region with Aboriginal people representing 13% of the overall population.

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.

Directorate overview

Our Health Districts Gascoyne, Geraldton, Midwest and Murchison support and deliver a diverse range of services including but not limited to Aboriginal Health, Community Health, Population Health, Medical, Nursing and Midwifery, Aged Care, Mental Health and Community Alcohol and Drug Services, Workforce, Infrastructure and Business Services.

These services are delivered in a range of practice settings including within the community, in nursing posts, multi purpose sites, hospital based facilities and via Telehealth.

Our Directorates 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:	605207	Registration Date:	1 October 2024
Classification:	HSO Level G2	Location:	Geraldton
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Midwest		

Position Overview

Assists and supports Allied Health Professionals in implementing programs and activities and undertakes specified client care under the direct supervision of therapy staff. 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 to the Geraldton Hospital.

Reporting Relationships

Responsible to: Coordinator Allied Health HSO Level P3 615396
↑

Other positions reporting to this position: 604052 Senior Occupational Therapist 604061 Senior Social Worker 608103 Senior Podiatrist 615737 Senior Dietitian
--

This position: Allied Health Assistant HSO Level G2 605207
↑

Positions under direct supervision: Nil



Key Duties/Responsibilities**1. CLINICAL PRACTICE**

- 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 clinical care 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 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/ PROFESSIONAL

- 2.1. Attends and participates in departmental and team meetings as required.
- 2.2. Assists with general administrative tasks eg photocopying and record maintenance.
- 2.3. Maintains relevant clinical and service documentation including data collection in the relevant system and in accordance with relevant policy and procedure.
- 2.4. Maintains neat work and storage areas and assists with the cleaning and maintenance of equipment.
- 2.5. Arranges ordering of therapy supplies, resources and equipment.
- 2.6. Maintains and upgrades own professional skills and participates in the continuing education.
- 2.7. Participates in performance management, including the maintenance of competencies.

3. Other

- 3.1. Other duties as required.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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. Demonstrated well developed interpersonal and communication skills including written and verbal communication.
2. Ability to work independently as well as part of a multidisciplinary team.
3. Experience and competence in working with older people and people with disabilities.
4. Demonstrated ability to manage own time effectively.
5. Demonstrated effective computer literacy (e.g. word processing, Outlook, excel and data entry).
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

Desirable

7. Previous experience as an Allied Health Assistant or Therapy Aid, particularly in a rehabilitation or restorative model.
8. Possession of or progression towards a relevant certificate/qualification.
9. 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
- Evidence of a current C or C-A Class driver's licence

Allowances

- District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession (if applicable)

**WA Country Health Service
Midwest**

1 October 2024

REGISTERED

