

## Position Description – Allied Health Assistant

<b>Position</b>	Allied Health Assistant
<b>Classification</b>	Qualified Allied Health Assistant (IN28, IN29 or IN30, dependent on experience)
<b>Award</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2021-2025
<b>Reports to</b>	Allied Health Team Leader
<b>Direct reports</b>	NA
<b>Key relationships</b>	RNH Consumers, Community Health team
<b>Hours of Work</b>	As per individual contract of employment

### About Rural Northwest Health

Rural Northwest Health employs about 300 team members across its campuses in Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

#### OUR VISION

Strong, healthy, vibrant rural communities.

#### OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

#### WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

### Position summary

The Allied Health Assistant will work closely with Allied Health professionals to support the range of services offered across the Community Health, Residential and Acute Care settings at Rural Northwest Health.

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The Allied Health assistant will work with and support consumers to complete their specific treatment plans with a focus on maximising their independence and wellbeing. Tasks also include setting up equipment, managing resources, handling intake enquiries and other administrative duties as required.

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### **Key responsibilities**

- Assist Allied Health Professionals in the delivery of therapeutic and program related activities.
- Deliver, collect and assess Allied Health equipment and complete equipment hire or sales agreements.
- Assist with documentation of service provision in the client's record and communicate client progress to relevant team members.
- General administration and intake duties as required.
- Ensure a clean and tidy workspace, maintaining linen and general supplies within the Allied Health Department.

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### **Key position accountabilities**

#### **Leadership, Communication and Stewardship**

- Influences other team members to bring their best by providing encouragement and being thankful.
- Communicates with others respectfully and in a way they can understand.
- Recognises when a person has communication needs beyond their own skills and finds help.
- Acts in a way that values diversity.
- Takes care when using physical resources and environment.

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### **Quality and Improvement**

- Takes pride in a personal presentation.
- Works consistently in line with policies, practice standards and work plans
- Maintains quality of own work
- Asks for help and guidance when tasks are outside experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.
- Understands and acts according to role to achieve the Aged Care Quality Standards and National Standards.

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### **Health and Safety**

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
  - Adheres to safe work practices relevant to role.
  - Promptly reports issues that might put self or others at risk, incidents and near misses in ways appropriate to role.
  - Cares for others by speaking in a courteous and respectful manner at all times.
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- Knows what to do in an emergency relevant to role.

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### Personal and professional development

- Keeps up to date with mandatory education requirements for the role.
- Discusses with manager about abilities and capabilities needed for role.
- Recognises areas of strength and areas for development.
- Takes part personal development plans with team leader

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### Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Uses social media responsibly and respectfully at all times.
- Comply with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Utilises information technology as appropriate in the performance of the role.

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### Key selection criteria

#### *Essential*

1. Qualified Allied Health Assistant with Certificate III or Certificate IV in Allied Health Assistance.
2. Excellent written and verbal communication skills, with the ability to exchange information clearly and complete workplace documentation.
3. Ability to plan and organise own workload to support the functions of the team.
4. Previous experience in working with consumers and clients, including respect for individual differences, maintaining confidentiality and privacy.
5. Knowledge of standard infection control precautions and demonstrated application of these principles in the direct client care context.
6. Knowledge of health terminology that describes normal structure and location of major body systems.

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### *Certificates, licenses and registrations*

- Current satisfactory employee police check (dated within 12 months of commencement date).
- Current employee working with Children's check.
- Current Victorian driver's licence.

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### *Other requirements*

- Must provide current evidence of immunisation history and/or serology results
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### Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature \_\_\_\_\_

Employee name (please print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_