

Position Title: Allied Health Assistant

Campus: Edenhope

Directorate: Allied Health

Department: Allied Health Assistants - West

Reporting to: Deputy Manager Allied Health Assistants - West

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Allied Health Assistant

IN28: Unqualified: No recognised Allied Health Assistant Qualification

IN29: Grade 2: Certificate III or IV in Allied Health Assistant

IN30: Grade 3: Certificate IV in Allied Health Assistant and minimum of 2years experience

Enterprise Agreement: Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The primary purpose of this position is to provide clinical and administrative support, under the direction of an Allied Health Clinician. This role involves:

- Providing basic and standard interventions which have been assessed clinically appropriate by an Allied Health Clinician.
- Completing non-clinical tasks including cleaning, stocking and ordering of supplies,
- Preparing, updating and maintaining resources,
- Completing research and relaying findings,
- Assisting with the development and coordination of group activities and programs.

KEY ACCOUNTABILITIES

1. Demonstrate a client focus in the provision of care
2. Participate in the implementation of treatment programs, which have been designed to meet the needs of clients and carers
3. Provide accurate verbal and documented reports to the relevant therapist to facilitate client treatment outcomes
4. Sets up and restores equipment used for therapy programs
5. Maintain statistical records and attend relevant meetings
6. Work within the “Delegations of Authority” consistent with the role
7. Accept accountability for own actions and seek guidance from an appropriate senior leader when limited by own level of expertise
8. Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
9. Responsible for the safe management of equipment – this includes using equipment within standard operating guidelines, conducting appropriate inspections, and arranging repairs
10. Demonstrate capacity to communicate with clinical staff regarding concern for patient, family or carer

KEY SELECTION CRITERIA

Qualifications:

- A certificate III or IV in Allied Health Assistance will be viewed favourably, or willingness to undertake the required training.
- Current Victorian or equivalent driver's licence.

Professional Knowledge/ Skills

- Experience working in a healthcare setting is favourable, but not essential.
- Well-developed verbal and written communication skills
- Demonstrated organisational skills, including an ability to plan, set and prioritise workloads with tight deadlines
- Ability to collaborate effectively with a multi-disciplinary team to achieve desired client outcomes
- Experience with computer systems including Microsoft Office
- Well-developed interpersonal skills

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.

- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.