

### Our Vision

People living well

### Our Values

We care – We work together – We achieve – We learn – We innovate

## Position Description

<b>Position Title</b>	Allied Health Assistant – Grade 3
<b>Reporting to</b>	AHA Clinical Lead, Active Rural Communities Coordinator, Rural Health Team Service Manager
<b>Direct Report/s</b>	Nil
<b>Budgetary Responsibilities</b>	Nil
<b>Liases with Internally</b>	GH Staff Members
<b>Liases with Externally</b>	External Referrers
<b>Code of Conduct</b>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>- Maintain a high professional standard and work with integrity</li> <li>- Develop a collaborative working relationship</li> <li>- Communicate with respect and tolerance</li> <li>- Maintain a client focus</li> <li>- Adopt a Continuous Quality Improvement approach</li> <li>- Work within legislative and compliance framework</li> <li>- Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> </ul>
<b>Position Context</b>	<p>This position will provide a flexible and timely Allied Health Assistant service which will be focussed on support for older frail or younger disabled people (or their carers) to be more independent at home and in the community, thereby enhancing their quality of life and/or preventing admission to an acute facility or inappropriate admission to long term residential care.</p> <p>This position will involve delivering programs focusing on building and/or maintaining independence and social inclusion. They are underpinned by wellness and reablement principles and operate under a social model of health. Allied Health Assistants work under the supervision and are accountable to Allied Health professionals to deliver group or 1:1 home or centred based support to clients within the Home and Community Care Program for Younger People and Commonwealth Home Support programs. Fee for service opportunities may also exist for participants</p>



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	<p>receiving support under programs such as Home Care Packages, Short Term Restorative Care Program and the National Disability Insurance Scheme.</p> <p>This position is part of the Rural Health Team. Professionally this position reports to the Allied Health Assistant Clinical Lead. Operationally this position reports to the Active Rural Communities Coordinator if employed to ARC duties, or the Allied Health Assistant Clinical Lead for Fee for Service clinical duties and the Rural Health Team Service Manager.</p>
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## Organisation Context

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

The Board of Governance provides strategic planning for Gateway Health.

The Board has delegated the operational management of the Agency to the Chief Executive Officer.

Executive staff provide direction, support and leadership to staff.

The Executive comprises;

- Chief Executive Officer
- Chief Financial Officer
- Manager People and Culture
- General Manager Client and Community Services
- Manager Primary Care
- General Manager Population Health, Planning and Performance

Program Managers provide immediate support and management within their program areas.

Corporate services are delivered through Finance, Payroll, Information Communications Technology, Human Resources and Quality and Compliance.

### Review of Position Descriptions:

This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

## Qualifications & Conditions:

**Applicants MUST address the Selection Criteria below when completing an employment application**

### Selection Criteria:

<b>Essential:</b>	<ul style="list-style-type: none"> <li>• Cert IV Allied Health Assistance certificate or equivalent</li> <li>• Current First Aid Certificate</li> <li>• Demonstrated competency in the delivery of individual support programs as delegated by an Allied Health professional.</li> <li>• Demonstrated competency in the delivery of group therapy program.</li> <li>• Ability to work effectively within a multidisciplinary team</li> <li>• Experience and ability to supervise Grade 2 Allied Health assistants and Allied Health Assistant students</li> <li>• Excellent interpersonal, written and verbal communication skills, including computer literacy</li> <li>• Sound skills in organisation, time management, planning and priority setting relating to own workload</li> <li>• Current Victorian Drivers licence or equivalent</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Previous experience within a Community Health setting</li> <li>• Experience working with multiple different Allied Health professionals eg. Speech Pathologists, Occupational Therapists, Podiatrists, Physiotherapists and Dietitians.</li> <li>• Demonstrated understanding and sensitivity of barriers experienced by frail older people, people living with chronic disease, people with disabilities and their carers living in rural areas.</li> </ul>

### Salary & Conditions:

<b>Salary/Conditions:</b>	<ul style="list-style-type: none"> <li>• Allied Health Assistant Grade 3</li> <li>• Salary packaging as per company policy</li> <li>• Current Drivers Licence</li> <li>• Working with Childrens Check and current Police Check</li> <li>• Based in Wangaratta, however travel will be required as part of this role.</li> </ul>
<b>Enterprise Agreement/Award</b>	Victorian Stand-Alone Community Health Services (Health And Allied Services, Managers And Administrative Officers) Multiple Enterprise Agreement 2018-2022

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## Key Responsibilities

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### 1. PERSONAL & PROFESSIONAL DEVELOPMENT

*Demonstrated experience and understanding of the need for continuation of both personal & professional development.*

- Continually develop both personally and professionally to meet the changing needs of your position, career and organisation.
- Have a sound knowledge of relevant organisational policies and procedures as well as program work practices.
- Attend all relevant training sessions provided by the organisation and be actively involved in other training and development as required.
- Critically evaluate own work performance and actively participate in the organisation's Performance Management System.
- Take responsibility for scheduling, attending and participating in clinical supervision.
- Initiate and lead peer review processes that focus on supporting clinical practice and building excellence.

### 2. COMMUNICATIONS & ORGANISATION CULTURE

*Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.*

- Act in a professional manner at all times when dealing with internal & external clients.
- Positively promote the organisation both internally & externally.
- Be prompt and provide courteous service to clients, colleagues and the broader community.
- Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues.
- Treat all clients with respect whilst being responsive to their needs, and promote a culture which prioritises client choice at all levels of service delivery.
- Observe and comply with the organisation's code of conduct.

### 3. ADMINISTRATION & DOCUMENTATION

*Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Ensure the development, implementation and maintenance of policies, procedures and work practices that support the efficient operation of the organisation.
- Ensure that all documentation is accurate and completed in a professional and timely manner.
- Input statistical data using relevant data bases to meet agreed timelines.
- Comply with OH& S and other relevant legislation.

### 4. TECHNICAL SKILLS & APPLICATION.

*Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- A willingness to work seamlessly across all Gateway Health Rural Health Team services.
- Deliver intervention and wellness programs (individual or group) within the centre, client's home or community as delegated by an Allied Health Professional (AHP).
- Complete outcome measures and tools (as directed by the AHP) to monitor client performance.
- To work as part of a multi-disciplinary Rural Health team, collaborating with other team members, in order to provide coordinated care and an optimum level of client independence.

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- To liaise with and refer to other health professionals and external agencies as appropriate to ensure coordinated services.
  - Attend relevant forums and meetings to maintain current knowledge and skills and support networks relevant to the client target group.
  - Participate in the auditing, maintenance, cleaning, ordering and provision of equipment and treatment materials, in accordance with Gateway Health policies.
  - Meet appropriate competencies for work requirements as guided by the “*Supervision and delegation framework for allied health assistants and the support workforce in disability*” and relevant Gateway Health policies.
  - Practice within relevant professional and ethical standards, and individual scope of practice.
  - Contribute to and provide an AHA service that is evidence based.
  - Prioritise and maintain clinical load appropriately, establish realistic timeframes for the completion of work and be able to negotiate competing non clinical and clinical priorities.
  - Appropriately modify or replan clinical activities in recognition of factors that may impact on the process or clinical outcome such as the client circumstances and beliefs.
  - Identification and escalation of clinical issues to Allied Health Professional and/or relevant manager.
  - Provide effective supervision to Grade 2 AHA’s and AIHA students on placements.
  - Meet service delivery annual targets.
  - To participate in other duties as directed.

## **5. TEAMWORK & COMMUNICATION**

*Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.*

- Be aware of, and practice according to, the organisation’s objectives and values.
- Demonstrate the ability to work positively within the designated program/team to achieve agreed goals.
- Work harmoniously with other team members to ensure that a quality service is provided to our clients.
- Demonstrate effective communication skills (both verbal & written) in dealing with clients, visitors, staff, etc.

## **6. CONTINUOUS QUALITY IMPROVEMENT**

*Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.*

- Lead and participate in quality improvement activities relevant to clinical or program related initiatives.
- Actively contribute to quality improvement initiatives and other program activities to meet relevant accreditation standards.
- Demonstrate ability to use initiative and skills in planning and prioritising daily activities.
- Demonstrated understanding of all relevant external legislation and internal policies and procedures that relate to this role and the organisation.



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### Employment Details:

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<b>Name:</b>	
<b>Classification:</b>	
<b>Program:</b>	
<b>Enterprise Agreement/Award:</b>	
<b>Date Joined Company/or commenced role:</b>	
<b>Responsible to:</b>	
<b>Main Responsibilities:</b>	

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### Performance Monitoring:

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An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

<b>Last Appraisal Date:</b>	
<b>Next Appraisal Date:</b>	

I \_\_\_\_\_ (*full name*) hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the organisation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please ensure you retain a copy for your records**