

Position Description

Allied Health Assistant - Unqualified



Our Vision:

Leading our communities to excellence in integrated health and community services.

Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.

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- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Mallee Track Health and Community Service is a smoke free workplace

DEPARTMENT: Community Services

POSITION TITLE: Allied Health Assistant - Unqualified

RESPONSIBLE TO: Director of Community Services

POSITION STATEMENT:

AHAs support and assist the work of an Allied Health Professional (AHP) by undertaking a range of tasks that enables the AHP to focus on more complex clinical work.

KEY SELECTION CRITERIA:

Essential:

- No formal qualifications required.
- Motivated person willing to undertake Cert 3 or 4 in Allied Health Assistance.
- Developed literacy and numeracy skills.
- Problem solving abilities.
- Good communication and interpersonal skills.
- Current Victorian Driver's Licence.
- Current Police Check.

Desirable:

- Experience working with people.

KEY BEHAVIOURS:

- Works as a multi-disciplinary team member within the Allied Health Team providing support to all on site and visiting Allied Health Professionals.
- Implements individual and group programs for consumers according to the plan of care under the direct supervision of an Allied Health Professional or Grade 3 Allied Health Assistant.
- Timely and accurate reporting of customer's needs, wants and changes in condition to AHP's.
- Demonstrates a positive attitude to the agreed role and responsibilities of the position.

KEY RESPONSIBILITIES:

Organisational:

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.

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- Maintain strict confidentiality in relation to all matters pertaining to MTHCS activities. Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act 1988.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.

Administration

- Completes statistical and monthly reporting requirements as per MTHCS procedures.
- Assists with medical record distribution to AHPs as requested.

Continuous improvement

- Participates in the review of procedures that aim for the 'best' practice.
- Consistently follows organisational and service policies and procedures.
- Reads and understands new and revised Allied Health and organisational policies and procedures as distributed.

Customer service

- Meets customer needs and wants on an ongoing basis in relation to Allied Health.
- Facilitates communication with customers and/or their representatives and other Directive Care and service providers in relation to the Allied Health wants and needs of the customers.

Problem solving

- Participates in the prompt and effective resolution of Corrective Action Requests related to Allied Health.

Professional:

Podiatry

- Assist with podiatrist with podiatric procedures under supervision.
- Assist with podiatry assessment and exercise under supervision.
- Process reusable instruments including sterilisation of items and maintenance of equipment according to standards.
- Cleans podiatry department in accordance with MTHCS procedures.

Occupational Therapy

- Assist with the delivery of a rehabilitation program by gathering equipment and materials, support the patient to carry out activities in ways that promote safety, involvement and confidence, providing constructive feedback to the patient and monitoring the used of adaptive equipment in accordance with the instructions of the Occupational Therapist with supervision.
- Clean and store all equipment for daily living and report any faults and complete register of equipment as per procedure.
- Support the fitting of assistive devices with supervision

Physiotherapy

- Assist with the delivery and monitoring of client specific exercise programs under supervision.
- Assist with physiotherapy treatments and interventions as instructed by physiotherapist under supervision.
- Assist with the delivery and monitoring of exercise programs for falls prevention and mobility under supervision.
- Ensures equipment is maintained in accordance with OH&S and Infection Control requirements and manufacture's guidelines.

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General

- Participates in the maintenance of the Physiotherapy, Occupational Therapy and Podiatry Equipment Supplies.
- Reports equipment problems and repair needs to the Occupational Therapist / Podiatrist / Physiotherapist.

Other duties as directed.

Child Safe Organisation

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
 - Use any equipment provided for health and safety purposes.
 - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
 - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
 - Comply with all MTHCS OHS policies and procedures
 - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

COMPULSORY TRAINING

As per the schedule

PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
(staff member)

Print Name: _____

Signed: _____ **Date:** ____/____/____
(supervisor)

Print Name: _____

☐ cc: Personnel File

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