

Position Overview

Position title:	Allied Health Assistant
Department:	Allied Health
Directorate:	Primary Care
Cost centre:	N2004
Classification:	TBD
Qualifications & Experience:	Working towards Certificate III in Allied Health Assistance from a Registered Training Organisation or equivalent Experience working in a Health Care setting
Enterprise Agreement:	Health And Allied Services, Managers And Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Reports to:	Community Health Manager

About us:

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometres south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometres south west of Sale and 62 kilometres south east of Traralgon.

We provide our community with Sub-Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

Our employees contribute to the overall healthcare and consumer experience. We want to attract and retain the best employees to provide an exceptional service to our community, promote and develop opportunities for local people and embed a culture that encourages innovation, leadership and collaboration. We are committed to working together and providing one service, irrespective of disciplines. YDHS is committed to the safety of all, including children.

Our **vision** is for YDHS to be a respected and caring partner in a strong community. Our **mission** is to work with our community and our partners to improve health and wellbeing.

Position overview:

Assist the Allied Health Professionals comprising of Physiotherapists, Occupational Therapists, Speech Pathologists, Social Workers and Dietitian to carry out assessments and therapy programs under the direction of the appropriate Allied Health Professional.

Perform general administrative and domestic duties to aid the smooth running of the Allied Health Department. Participate in the intake of community clients by performing initial screening and referral.

To complete Certificate III in Allied Health Assistance.

Responsibilities:

- Assist Allied Health Professional in the assessment of clients and appropriate therapeutic interventions, with Sub-Acute, Residential and Community Services.
- Prepare any equipment or tools required for assessment to be carried out by the Allied Health Professionals, and be responsible for returning these to the appropriate place.
- Under the guidance and direction of the Allied Health Professionals, assist the client to carry out the prescribed therapy program in a manner which ensures client comfort and dignity, safeguards their privacy and is aimed at the achievement of the best possible outcome for the client.
- Assist in conducting classes for client groups in accordance with the program prescribed by the Allied Health Professionals, with the appropriate level of supervision by the relevant staff member.
- Provide a link for clients between the various disciplines of therapy and ensure continuity of care. Act as a liaison between multiple providers, client, and family members.
- Establish and maintain a professional relationship with each patient that will contribute to open, friendly and understanding communication and assist to maximise the effectiveness of therapy.
- Perform general administrative duties for the Allied Health Professionals.
- Be responsible for ensuring that the therapy areas and equipment are well kept and clean and that linen is changed on a regular basis.
- Be aware of the importance of confidentiality and strive to uphold this principle at all times.
- Initiate and participate in discussion regarding patient care between nursing staff, medical staff, Allied Health staff and other members of the Health Care team.
- Be aware of the role of other health professionals and know the limitations of your own role.
- Establish work priorities and complete these duties within normal work hours.
- Participate in Health Promotion initiatives of the Health Service and the Allied Health Department.
- Participate in Quality Improvement activities such as audits and surveys as required.

Person-Centred Care:

- Ensure that all clients, their families, visitors, and colleagues are treated with respect and dignity.
- Listen to and collaborate with our clients to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life.
- Support our clients to understand and learn about their health.
- Involve clients and their advocates in their healthcare decisions.
- Clearly explain your treatment options using easy to understand language and avoiding jargon.
- Respect healthcare decisions made by clients.
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs.

Professional development:

- Responsible for ongoing education to enhance skills and professional development.
- Participate in performance appraisals in accordance with organisational processes including engagement in self-reflection and goal planning for self-development to deepen knowledge and skills relevant to performance, in collaboration with supervisor.
- Participate in training and development activities.

Personal skills:

The Allied Health Assistant should display a high level of interpersonal skills which should include:

- The ability to work independently or with minimal supervision as appropriate to their role.
- The ability to function as part of the health care delivery team.
- The ability to interact and communicate effectively with people.
- A clear understanding of the importance of confidentiality and a professional attitude to the role.
- The ability to manage time effectively and prioritise tasks

