

# Employee Position Description

Key Position Information			
Job Title Allied Health Practitioner		Reports To [Position Title] Support Services Manager	
Department Name Active Living Services		Department Code 050	Cost Centre 3420
Work Area [Shared Services, Operations] Operations		Work Area Code	Initial Work Location Active Living Centre
Enterprise Agreement [EA] <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Name of Enterprise Agreement NHAS		Classification [per EA] As per Contract of Employment
Incumbent TBC		Job Description <input checked="" type="checkbox"/> New <input type="checkbox"/> Updated	Date Effective 18/02/2021

## Primary Purpose of Job

Why does the job exist? This statement should encapsulate the overall significance of the job from Jewish Care’s point of view.

As an Allied Health Practitioner you will be involved in supporting independence of our service users. Jewish Care provides services to the ‘young’ and ‘old’ Elder’s in the Jewish Community and other community members. We are an organisation who prides itself on diversity in both employees and service users.

As part of the Specialist Services Team you will provide support to individuals and groups using an evidence based approach. The team consists of Occupational Therapy, Physiotherapy, Social Work and Allied Health Assistant / Exercise Leaders.

The program aims to provide assistance and support, referral to relevant community based resources and effectively link people to ongoing services to overcome a wide range of physical, social, emotional and psychological health concerns.

The position is expected to deliver services across different community sites and in people’s homes, with a focus on independence and living actively.

Dimensions			
Direct Reports 0	Indirect Reports 0	Budget Financial Responsibility \$TBA	Delegated Financial Authority \$TBA

Role Balance		
People – <u>percentage</u> of time getting things done through others 10%	Scheduling – <u>percentage</u> of time planning, coordinating 15%	Technical – <u>percentage</u> of time delivering based on knowledge and skills 75%

Key Result Area (KRA)	Key Accountabilities and Responsibilities <i>Accountable = “The buck stops here”    Responsible = “The doer”</i>
Jewish Care Values	<ul style="list-style-type: none"> <li>Acts consistently in accordance with Jewish Care values, challenge practices inconsistent with these values and uses values as a basis for managing relationships and decision making</li> <li>Adhere to the organisation’s practice and behavioural guidelines in relation to the appropriate treatment of children</li> <li>Adhere to the organisation’s Code of Conduct</li> <li>Report any suspicions, concerns, allegations or disclosures of alleged abuse to management</li> </ul>

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		<i>Accountable = "The buck stops here"    Responsible = "The doer"</i>	
<b>Assessment and Outcomes</b>		<ul style="list-style-type: none"> <li>All Allied Health Practitioners are responsible for the holistic assessment and provision of recommendations to clients of Jewish Care to promote independence, safety and highest functional outcomes. Clients may be living 'in home' or in Residential Aged Care Facilities</li> <li>Assessments and / or treatments will be conducted in the centre or in home.</li> <li>Making referrals to other services (internal and external to JCV) and other allied health disciplines.</li> <li>Undertaking appropriate treatments where indicated</li> <li>Provide a strong advocacy and referral service to clients linking to ongoing support services both internal and external to ensure their timely access.</li> <li>Provide advice and support to other Jewish Care programs and external agencies in relation to client services to ensure an integrated approach for our clients.</li> <li>Actively contribute and participate in the development and delivery of community education and group programs both internal and external as required</li> </ul>	
<b>Goal Setting</b>		<ul style="list-style-type: none"> <li>Services provided will be delivered as part of an individualised Support Plan and will be evidence based. All delivery should be linked to SMART(ER) goals that are set in conjunction with the elder.</li> </ul>	
<b>Quality and Safety</b>		<ul style="list-style-type: none"> <li>Actively contribute and participate in the development and delivery of community education and group programs both internal and external as required</li> <li>It is expected that at times and where appropriate, allied health professionals will provide services to multiple clients during a session.</li> <li>Contribute to quality management and continuous improvement processes at Jewish Care</li> <li>Actively contribute to a safe and highly effective service.</li> <li>Provide supervision to Allied Health Assistant</li> </ul>	
<b>Documentation</b>		<ul style="list-style-type: none"> <li>Administer routine documentation, assessments and Care plans. Keep up to date records, using our customer management system.</li> <li>Ensure that client bookings and client throughput is consistent with waitlist management as a key KPI.</li> <li>All billable hours must be captured within Procura.</li> </ul>	

<b>Corporate Accountabilities and Responsibilities</b>	
<b>Team Member</b>	<ul style="list-style-type: none"> <li>Perform work safely and complete tasks on time, on budget and in accordance with expectations</li> <li>Concentrate and collaborate</li> <li>Question, debate review with leader and peers</li> <li>Develop career goals and initiate career conversations with next up manager</li> </ul>
<b>OHS</b>	<ul style="list-style-type: none"> <li>Be pro-active in caring for the health and safety of all people within our work environment</li> <li>Ensure all appropriate actions are taken to implement Jewish Care OHS processes, procedures, work instructions, training, and legislative requirements</li> <li>Demonstrate initiative in implementing actions that facilitate the continuous improvement of OHS within Jewish Care</li> </ul>

<b>Key Relationships</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>Specialist Services Team</li> <li>Customer Engagement Team</li> <li>Blue Star Team</li> <li>Business Information</li> </ul>

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<b>External</b>	Other Aged Care Agencies Professional Network Groups Referral Sources – Regional Assessment Service (RAS), Aged Care Assessment Team (ACAT)
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Values	
Commitment to Jewish Care values and philosophy, and capacity to engage with the broader community in demonstrating these values:	
<b>Derech Eretz: Respect</b>	Through client services and program excellence, we treat everyone with consideration and decency and will always act for the good of society.
<b>Kehilla: Community</b>	Working together to strengthen our community, to build and support the capacity and resilience of individuals and families.
<b>Hachlala: Inclusion</b>	We embrace diversity and work together for a just and equitable society.
<b>Achrayoot Chevratit: Social Responsibility</b>	Behaving ethically, with sensitivity and acting in the best interests of all.

Role Required Capabilities	
<b>Skills</b> (the technical skills to do the job at a high level of accomplishment)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proven proficiency in the use and application of Word, Excel and PowerPoint</li> <li>• High level interpersonal and communication skills including experience in liaising and negotiating with a wide range of stakeholders.</li> <li>• Experience in the development, facilitation and evaluation of group programs.</li> <li>• Ability to work autonomously and as part of a team.</li> <li>• Flexible, resourceful and collaborative working style.</li> <li>• Maintain and update departmental client files with accurate and high quality documentation.</li> </ul>
<b>Knowledge &amp; Qualifications</b> (the specific qualifications required and knowledge fields are ideally required of the incumbent)	<p><b>Essential: Degree in Relevant Discipline as stated in the Advertisement</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge and experience in relevant professional theories, applications and interventions relevant to the individual discipline</li> <li>▪ Knowledge of the current changes to the Age Care sector associated with the Aged Care reform and its impact on the Aged in the community.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Ability to initiate, organize, and facilitate educational and support programs and workshops around topics relevant to Jewish and the broader community.</li> <li>▪ Knowledge of issues relating to Holocaust Survivors and their families.</li> </ul>

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<p><b>Experience</b> (the scope of work experiences the incumbent ideally should have gained - including environment, timeframe and context)</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated knowledge of a wellness reablement approach to service delivery.</li> <li>▪ Demonstrates ability to work effectively and actively participate in a multidisciplinary team</li> <li>▪ Demonstrated experience and well developed clinical skills whilst working within community aged care.</li> <li>▪ adopting a client centred approach incorporating the aim of the Active Service Model</li> </ul>
<p><b>Wisdom</b> (the sensitive tasks that require good judgement)</p>	<ul style="list-style-type: none"> <li>• Demonstrates and strengthens effective conflict resolution and negotiation skills.</li> <li>• Demonstrates the ability to engage in the consultative and collaborative processes.</li> </ul>
<p><b>Valuing</b> (the type of work someone undertaking this role would need to value)</p>	<ul style="list-style-type: none"> <li>• Compliance with Jewish Care values, policies and procedures</li> <li>• Development of effective relationships with key stakeholders</li> <li>• Informal supervision of exercise leaders and allied health assistants.</li> <li>• Attendance at operational supervision</li> </ul>
<p><b>Pre-Requisites</b></p>	<ul style="list-style-type: none"> <li>• Relevant Professional Tertiary Qualification</li> <li>• Australian Police Check</li> <li>• International Police Check (where relevant)</li> <li>• Working with Children Check (if required)</li> <li>• Disability Worker Check (if required)</li> <li>• Commitment to providing professional and safe services to all residents and clients, including children and young people</li> <li>• Commitment to creating an environment to ensure our clients are safe and free of abuse, neglect, violence and preventable injury</li> <li>• Unrestricted right to work in Australia (Visa evidence required)</li> <li>• Current Victoria Driving license</li> </ul>

## Employee Acknowledgement

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

A signed copy of the position description must be returned to:  
People & Culture at 619 St Kilda Road, Melbourne VIC 3004 or [HR@jewishcare.org.au](mailto:HR@jewishcare.org.au)



Jewish Care proudly celebrates and warmly welcomes the rich diversity of our community and strives to be inclusive for all, including the LGBTI+ community.



Jewish Care acknowledges Aboriginal and Torres Strait Islanders as the Traditional Custodians of the land on which we live and work. Our services and supports are provided on the lands of the Wurundjeri and Boonwurrung people, and we deeply respect and honour their ongoing cultural and spiritual connection to land, waters and community.