

## Position Description

<b>Position title:</b>	Allied Health Assistant
<b>Salary:</b>	Dependent on qualifications and experience
<b>Classification:</b>	Dependent on qualifications and experience
<b>Award:</b>	Victorian Stand-Alone Community Health Centres (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
<b>Hours:</b>	60.8 hours per fortnight
<b>Position tenure:</b>	Permanent
<b>Employee benefits:</b>	<ul style="list-style-type: none"> <li>• Salary Packaging (including novated leasing and loyalty program)</li> <li>• Access to discounted private Health Insurance</li> </ul>
<b>Location:</b>	Glen Waverley/Oakleigh/Clayton and surrounding areas
<b>Reports to:</b>	Manager Integrated Primary Health Service Metro
<b>Program:</b>	Integrated Primary Health Service Metro

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

*You'll have access to a network of friendly, approachable and collaborative colleagues in the Occupational Therapy team where new ideas and initiatives are welcomed. Furthermore, you'll be supported to develop your mastery as an Allied Health Assistant within the Occupational Therapy service.*

*We recognise holistic health services are more effective and efficient for our communities, so we structure our operations to provide a wide range of integrated allied health, social, community and medical services. This also benefits our employees' development, as the organisational structure allows you to collaborate easily with other professionals in each of these areas.*

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

As part of an interprofessional team, the Allied Health Assistant will be integral in supporting Allied Health Professional's in the delivery of a wide range of allied professional services.

The scope of the position requires a holistic knowledge in at least one defined area of duties and responsibilities. The scope also requires the ability to move between programs fulfilling the basic role requirement and acquiring additional skills.

The Allied Health Assistant position includes at least fifty percent administration tasks.

### ***Key objectives, duties and responsibilities***

1. Work within minimum supervision to implement therapeutic and program related support to integrated primary Health Services – Metro professionals
2. Conduct therapeutic and program related activities under the direct supervision of nursing or allied health professionals
3. Understand the basic theoretical principles of the work undertaken in the scope of an Allied Health Professional
4. Assist with planning and implementation of therapeutic activity groups
5. Provide a high level of administration support to the team
6. Follow up clients as per the program requirements including the confirmation and scheduling of appointments
7. Maintain accurate records and statistical information
8. Ensure continuous improvement and quality care
9. Contribute to the planning and direction of the team
10. Set up, clean and store equipment at the end of sessions

### **Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Experience in provision of health related interventions for community groups and individuals
2. The ability to identify client circumstances that require additional input from an allied health professional
3. Ability to be flexible and work across several domains as required
4. Experience in working with a diverse range of community members and services
5. Ability to prioritise and manage conflicting demands
6. The ability to work independently and in an interprofessional team
7. Excellent interpersonal and communication skills (verbal, non-verbal and written)
8. Ability to maintain accurate records and record statistical information

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory**

1. Certificate IV in Allied Health Assistance or equivalent
2. Current Victorian Drivers Licence
3. Physically fit and able to undertake all aspects of the role
4. Valid working with children's check (must be obtained before commencement)
5. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a Health Care Worker B. Evidence of immunisation history must be provided prior to confirmed appointment

**Desirable:**

1. Experience in a community setting.

**Organisational Responsibilities:**

1. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
2. MARAM Tier 4
  - ≡ Uses information gained through respectful, sensitive and safe engagement with services users to identify and manage risk associated with family violence for women and any accompanying children.
  - ≡ Contributes to information sharing with other services (as permitted by the Victorian Child Safety Information Sharing Scheme and Family Violence Information Sharing Scheme) in order to assess and manage risk of family violence or promote the wellbeing or safety of children.
3. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director Primary Health
<b>Date:</b>	28.07.2021

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /