

Position Description

Position Title:	Allied Health Assistant
Department:	Rural Health Team
EBA / Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2022-2026
Classification:	Allied Health Assistant Grade 3
Employment conditions:	☒ Vaccination Category A ☐ Vaccination Category B ☐ Vaccination Category C
This role is an identified role under the MARAM Framework:	☒ Tier 0 (Foundation) ☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4
Location:	Wangaratta With the occasional travel to other sites required
Reports to:	Team Leader ARC and admin and intake
Direct Reports:	Nil
Budget Responsibilities:	Nil

Program Information

The Rural Health Team provides a range of allied health, nursing and group services and activities to support people to be healthy, active and independent. Our target population is typically older adults (65+), people with disabilities and people with chronic conditions impacting on their daily function. These services are both centre-based and provided at home.

The Active Rural Communities (ARC) program is a social support program within the Rural Health Team that aims to enhance social engagement, participation, and access to other supports and services via a range of exercise and social groups.

Purpose of the Role

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. The role is provided within the Home and Community Care Program for Younger People (HACC PYP) and Commonwealth Home Support Program guidelines, and other Fee for service funding streams.

This position will involve delivering groups within the ARC program, focusing on building and/or maintaining independence and social inclusion. The groups are underpinned by wellness and reablement principles and operate under a social model of health.

The role also includes delivery of 1:1 therapy under the supervision and delegation of Allied Health Professionals. This may include centre based or home-based support to clients.

Scope of Practice / Professional Standards

Scope of practice delineates the extent of an individual practitioner's clinical practice based on the individual's credentials, competence, performance and professional suitability. Gateway Health requires all employees to work

within the defined scope of practice for their specific role and in line with their appropriate professional standards or scope of practice outlined by the relevant professional registration body (i.e. AHPRA, SPA, DA).

The scope of practice for this position is contained within this position description.

Liaises with Internally

Gateway Health staff, including:

- Business Services
- Executive Leadership Team
- Program Managers, Team Leaders and Clinical Leads
- Employees
- Gateway Health Accreditation Working Groups

Liaises with Externally

This position may be expected to liaise with, though not limited to the following:

- External referrers such as other Community service organisations, Health services and Not for Profit Organisations.
- Clients and their support persons

Key Responsibilities and Accountabilities

Role Specific Duties

- Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies.
- Willing to work seamlessly across all Gateway Health Rural Health Team services
- Assist in the delivery of intervention and wellness programs (individual or group) within the centre or client homes within minimal or in-direct supervision as directed by an Allied Health Professional (AHP)
- Identify when a treatment program should be modified or ceased and escalate such clinical issues to the delegating AHP.
- Delivery of “non-clinical” tasks as delegated by an AHP
- Complete outcome measures (as directed by the AHP) to monitor client performance
- 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.
- Liaise with and refer to the 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.
- Provide mentoring to onboarding Allied Health Assistants
- Provide evidence-based practice in line with professional and funding requirements
- Complete high-quality clinical notes within agreed time frames and in accordance with GH and relevant professional body policies and procedures.
- Timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy.
- Complete all program specific administrative tasks within the required time frames.
- All data is entered onto designated service databases, including excel spreadsheets.
- Databases are kept up to date at all times.
- Comply with minimal funding requirements.
- Complete annual renewal of registration to practice (as required).
- Participation in regular performance reviews and appraisals

- Competently use all relevant organisational databases - including but not limited to VHIMS, RelainSys, clinical software, financial software
- Active participation in Professional Development
- Active participation in administration supervision along with specific clinical supervision
- Completion of Mandatory training
- The employee commits to carrying out any extra tasks or duties as directed by their supervisor or management, extending beyond those specified above, as considered reasonable and necessary for the effective functioning of the organisation.

Key Performance Indicators

- Demonstrate positive and supportive behaviours consistent with Gateway Health's values, towards all staff, volunteers, contractors and clients
- Ensure all clinical documentation is completed in accordance with Gateway Health policies, procedures, and standards.
- Ensure funding targets are achieved

Quality, Safety, Risk, and Improvement Responsibilities

- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures, and guidelines.
- Working within the Risk Management Framework, identify, report hazards, and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Actively consult with the internal customer or consumer feedback and respond accordingly to identify areas of need and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings

Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers, or members of the public.
- Work at and travel to other locations will be required.
- Willingness to engage in a flexible work model that may require out of hours work and travel.

- The occupant of this position understands and acknowledges that they may be required to be redeployed and work as assigned if requested to meet the Health Service's responsibilities in the event of a disaster or emergency.

Code of Conduct

Employees are expected to, always:

- Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures
- Maintain a high professional standard and work with integrity.
- Work collaboratively.
- Communicate with respect and tolerance.
- Maintain a client focus.
- Adopt a Continuous Improvement approach.
- Maintain privacy and confidentiality at all times.
- Work within legislative and compliance framework.

Key Selection Criteria

Essential

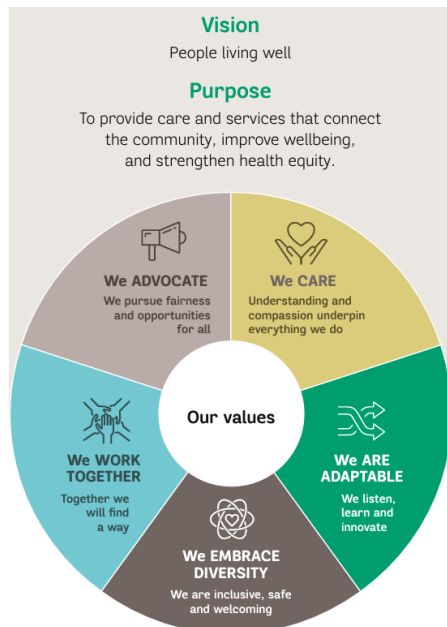
1. Ability to behave in accordance with the Gateway Health Values.
2. Cert IV Allied Health Assistance certificate
3. Demonstrated competency in the delivery of both individual support programs and group therapy programs as delegated by an Allied Health Professional.
4. Well-developed communication skills with the capability to prepare reports and correspondence in clear information in a manner appropriate to the purpose and audience, including computer literacy.
5. Ability to work effectively within a multidisciplinary team, including Allied Health Professionals such as Speech Pathologists, Occupational Therapists, Podiatrists, Physiotherapists, Social Work and Dieticians.
6. Demonstrated understanding and sensitivity of barriers experienced by frail older people, people living with chronic diseases, people with disabilities and their carers living in rural areas.

Mandatory Requirements

1. Current Australian Drivers Licence or accepted International Drivers licence
2. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.
3. Evidence of Influenza Vaccination or Exemption must be provided prior to commencement.

About Gateway Health

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



Principles

We RESPECT the strength of individuals and the community, and their capacity to recover from adversity.

We RECOGNISE the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.

We ACTIVELY LISTEN and work alongside the community and each other to design and deliver better solutions.

We BELIEVE a learning culture is critical to enhancing the wellbeing of staff, clients and the community.

We CONTRIBUTE to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.

Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.

The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.

Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally, linguistically and faith diverse people.

Review of Position Descriptions:

This position description will be reviewed annually, during annual appraisals, and when the position becomes vacant or as deemed necessary.

Acceptance of position description

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate from the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by
(print name):

Employee
Signature:

Date:
