JOB AND PERSON SPECIFICATION

Title of Position:
ALLIED HEALTH ASSISTANT – Physiotherapy Department

<table>
<thead>
<tr>
<th>Classification Code</th>
<th>OPS2</th>
<th>Region</th>
<th>Country Health SA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Appointment</td>
<td>Permanent</td>
<td>Cluster</td>
<td>Port Lincoln</td>
</tr>
<tr>
<td>Full Time Equivalent</td>
<td>0.6</td>
<td>Position Created</td>
<td>January 2010</td>
</tr>
</tbody>
</table>

Job and Person Specification Approval

…………………………………………………………………….. …… / …… / ……..
CEO or delegate Date

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals

As a member of a multi-disciplinary team, the Allied Health Assistant contributes to the planning, preparation and provision of Physiotherapy services in Port Lincoln. These services are provided across acute and community settings and aim to improve quality of life, functional capacity and health outcomes. Under the direction of Allied Health Professionals, the Allied Health Assistant provides a range of therapeutic support services, including contributing to client intake and referral processes, assisting with individual and group therapy sessions, maintaining equipment, records management, developing resources and facilitating effective communication with stakeholders.

2. Reporting/Working Relationships

The Allied Health Assistant:

- Is responsible to the Senior Physiotherapist.
- May work under direction of any allied health professional in Community Health, in accordance with agreed priorities and workload management strategies overseen by the Program Manager responsible for service delivery.
- Works as part of the multidisciplinary team and maintains effective working relationships
- Liaises with family members, carers, and other service provider agencies as required.

3. Special Conditions

- This position is based in Port Lincoln, but the incumbent may be required to support services in other sites.
- A current driver’s license is essential as is willingness to drive on country roads and travel in light aircraft as required. Intrastate travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- It is desirable to maintain a current Senior First Aid Certificate.
- The incumbent will be required to participate in the annual Performance Review and Development process.
- Applicants will be required to produce a satisfactory Police Certificate / National Police History Records Check prior to commencement of appointment and every three years thereafter from the date of issue.
- Must be an Australian resident or hold a current working Visa.
- Adherence to the Code of Conduct for Public Sector Employees.
4. **Statement of Key Outcomes and Associated Activities**

4.1 **Support the achievement and maintenance of client independence, health and wellness to a level that is optimal for each individual by:**

- Assisting in the planning of clinics, groups and client programs by working closely with Allied Health Professionals.
- Undertaking preparation of resources and items for the efficient and effective running of groups and individual sessions following specific plans and programs.
- Assisting the Allied Health Professional during one-to-one treatment/therapy in the community, department, home and acute setting as required.
- Arranging transport for clients with relevant identified needs.
- Reporting observations and client progress to therapists and family/carers.
- Participating in departmental and multidisciplinary programs and assisting in developing resources for clients.
- Implementing programs with clients and carers as designed by Allied Health Professionals and with ongoing supervision.

4.2 **Ensure an efficient administrative service to the Physiotherapy Department by:**

- Ensuring necessary correspondence to clients is prepared and sent e.g. Letters of invitation to appointments, groups and programs being offered and compilation of replies to these.
- Ensuring good communication skills for the purpose of liaising with clients in regards to arranging appointments and good computer skills to utilise electronic booking systems. (e.g. Scheduler)
- Facilitating referrals to other services.
- Completing monthly statistics and entering on the computer data system (CME).
- Performing administrative tasks such as laminating, photocopying, faxing, development of brochures and correspondence.
- Maintaining stocks of consumables used by department/ team members.
- Maintaining office and consulting space in a tidy and appropriate manner.
- Filing of documents into the client medical record as required.
- Requesting client medical records for department members and tracking of these files as required on the Port Lincoln Health Service medical record system.
- Completing medical record documentation as appropriate.

4.3 **Contribute to the effectiveness of service delivery by:**

- Participating in health promotion and client education activities.
- Developing resources for individuals or groups.
- Developing resources including media presentations for educational activities.
- Completing reports, documentation and care plans.
- Cleaning resources/equipment and contributing to the upkeep of resources as required.
- Complying with organisational and departmental policies, procedures, directives and protocols.
- Liaising with the Community Health Intake Officer, Acute Nursing staff, staff from other departments, administrative staff and external organisations.
- Participating at least annually in the Performance Review and Development process.
- Ensuring that appropriate standards of service are maintained through active participation in Quality Activity programs.
- Adhering to the principles of Occupational Health Safety and Welfare through knowledge of the Act and by attending required training and information sessions.

4.4 **Contribute to service improvement by:**

- Participating in appropriate continuing education and training activities.
- Promoting primary health care principles within the community.
- Improving the health of the community by contributing to health promotion and primary health initiatives and programs.

4.5 **Shall ensure their professional and personal development by:**

- Evaluating own practice through annual performance planning and review.
- Maintaining confidentially as stated in Section 64 (1) of the South Australian Health Commission Act 1976.
• Practicing in accordance with the philosophy, objectives, policies and procedures of the Port Lincoln Health Services and Country Health SA (CHSA).
• Functioning in accordance with all relevant legislation.
• Practicing within own abilities and qualifications.
• Ensuring that appropriate standards of service are maintained through active participation in Quality Improvement programs.
• Contributing to the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:
  – Delegations of Authority
  – Disability Discrimination Act
  – Occupational Health, Safety & Welfare Act 1986
  – Privacy Act 1988
  – Freedom of Information Act 1982
  – SA Information Privacy Principals
  – Code of Conduct for Public Employees
  – Code of Conduct for South East Regional Community Health Service Employees
  – Code of Fair Information Practice

Acknowledgment by Occupant .......................................................... Date signed ....../..../......

Special Notes
Review of Job and Person Specification
This Position Specification will be reviewed regularly as part of a performance management process to ensure performance and skills and abilities match the requirements of the position. This regular review will ensure that the Position Specification is current and reflects accurately the duties carried out by the incumbent.
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications
- Nil

Personal Abilities/Aptitudes/Skills
- Proven ability to respond sensitively to the needs of clients, their families and/or carers.
- Demonstrated ability to communicate effectively, both verbally and in writing, with people of various cultures and backgrounds.
- Demonstrated ability to work collaboratively within a multidisciplinary team setting, liaising with professionals from a range of disciplines, external organisations and with members of the public.
- Proven ability to plan and work with limited, indirect supervision within the confines of the scope and level of the position.
- Proven ability to manage confidential client information.

Experience
- Demonstrated experience in administration tasks, including the use of computers for basic data entry and the production of simple documents.

Knowledge
- Sound knowledge of infection control procedures and approaches to cleaning of facilities and equipment.
- Sound knowledge of the principles of primary health care.
- Sound knowledge of the techniques that may be used to promote independence, good health and an optimal level of wellness in a home or community based setting with a particular emphasis on the needs of older people.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications
- Senior First Aid Certificate
- Certificate 3 or 4 level qualifications in Allied Health Assistance, Aged Care, Home and Community Care, Primary Health Care or other relevant field.
- The successful completion of short courses that develop skills relevant to this position.

Personal Abilities/Aptitudes/Skills
- Demonstrated ability to adapt to new work practices in response to the needs of clients or programs.
- A demonstrated commitment to continuing education and to the development of new skills.

Experience
- Experience in an allied health service.
- Experience in the provision of services in a community based setting.
- Demonstrated experience in working with groups.
- Experience in the use of Microsoft Office programs including Word, Power Point, Publisher and Excel.

Knowledge
- A basic knowledge of the principles and techniques used to identify and reduce the risks of functional decline in people.
- A basic knowledge of the principles of working with clients in groups.
- A basic knowledge of the components of Physiotherapy Services.