

Allied Health Assistant Trainee

Position description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBC

Date PD Issued: 12/12/2024

Position: Allied Health Assistant Trainee

Host Employer: Grampians Health

Reports to: Megan Byrne/ Nicole Smith

Host Employer Address: Ballarat, Horsham, Stawell, Edenhope

Westvic Staffing Solutions Field Officer: Kelly Faulkhead

Duties of Position:

As an Allied Health Assistant Trainee your role is to provide safe, evidence-based care under the direct supervision and delegation of an Allied Health Practitioner (AHP). You will be required to work directly with AHPs and participate in clinical and non clinical support to the AH team. This role includes commitment to ongoing professional development with the aim to complete an Allied Health Assistant qualification within 2 years of your employment. As a Trainee you will be under the supervision of an Allied Health Practitioner or Senior Allied Health Assitant (AHA) at all times.

Tasks Involved:

1. Clinical / Service Provision:

- Carry out therapy programs working along side a qualified AHA or AHP, as delegated by the qualified AHP in therapy spaces, households, residential aged care facilities and supported accommodation within the community to promote inclusion and participation.
- Assist with group programs under the direct supervision of an AHP as delegated by the treating AHP.
- Support the use, maintenance and provision of appropriate aids, equipment and assistive technology under the direct supervision of an AHP.
- Demonstrate an understanding of the basic theoretical principles of the work undertaken by the AHP.
- Demonstrate communication and interpersonal skills (verbal and non-verbal) with consumers, families/ carer supports, AHAs, AHPs and service providers.
- Use available and relevant systems to document therapy sessions and progress in accordance with the workforce documentation guidelines (Related to the AHA Supervision and Delegation Framework)
- Deliver, fit and trial equipment under direct supervision of an AHP, ensuring equipment and storage areas are well maintained.
- Monitor safe working practices in the workplace and protect yourself and others health and safety. Escalate safety risks to supervising AHP, clinical managers and OH&S representatives.

2. Professional Conduct:

- Ensure information is managed in line with organisational, allied health and discipline standards including compliance with privacy and confidentiality requirements.
- Documentation standards for all programs served are met, as evidenced in clinical record audits.
- Complete required statistical records for client - related and other activities within the specified timeframes.
- Reflect on own clinical practice to identify strengths and learning needs, to further the skill set of the profession.

1. Human Resource Management

In liaison with the Manager and the supervising therapists, the Allied Health Assistant will:

- Participate in workforce maintenance and development.
- Demonstrated ability to support and embrace organisational change, new processes and / or technologies in line with data collection and interpretation.
- Complete all mandatory training and education to comply with applicable legal regulatory bodies for safe and effective delivery of service.

2. Team work and Communication

The Allied Health Assistant will:

- Contribute constructively to new ideas and participation in meetings as appropriate.
- Work together as part of a treating time with AHPs to support consumer engagement and outcomes.
- Participate in improvement activities with support of clinical supervisor relevant to clinical practice in line with workplace processes.
- Actively participate and contribute in the multidisciplinary team to support team functioning.

Personal Requirements:

Qualifications

- Demonstrates commitment to completing a qualification in Allied Health Assistant and commitment to completing the qualification within 2 years of commencing an Allied Health Trainee role.
- Current driver's licence.

Technical/Professional Knowledge and Skills

- Ability to work effectively with an AHP including capabilities
- Demonstrated attributes of empathy, client centred focus and awareness of vulnerable populations.

Work Environment

- Demonstrated ability to cooperate and work well with others in the pursuit of team goals within the AHA scope of practice. Demonstrated ability to work within and across teams and programs.
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment, including the ability to work independently and appropriately identify when to seek help.

Personal attributes

- Demonstrated understanding of, and desire to work in the role, and willingness to learn.
- Demonstrated ability to monitor, evaluate and modify own performance with sound judgement
- Demonstrated abilities of initiative and self-motivation and tact
- Demonstrated professional behaviours and values in line with Grampians Health. Organisation Values; Collaboration, Compassion, Accountability, Respect and Innovation

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.

- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.
- Comply with all BHS Policies and Procedures
- Adhere to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

Key selection criteria

Qualifications and Licenses Required:

- Current Drivers Licence

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- Hours Per Week : Full time 38 Hours per week.
- Days per Week: (e.g. Mon-Fri): Monday to Friday
- Award / Agreement: Health Professionals and Support Services Award 2020
- Superannuation: 11.5%

Copy to : Employee Host Employer Main File**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____