

# Position Description



General Information	
Position title	Allied Health Assistant
Enterprise Agreement / Modern Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification	As Per Enterprise Agreement
Status	As per Contract of Employment
Qualifications	Certificate III in Allied Health Assistance, Certificate IV in Allied Health Assistance or equivalent
Primary Location	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
Reports to	Allied Health Team Leader
Direct Reports	Nil
Key Internal Contacts	All Lyndoch staff, consumers (residents), families
Key External Contacts	Members of the Public, Contractors, Suppliers, Health Professionals
Infection Control Risk	Category A - Direct patient contact
Lyndoch Living Vision	
By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.	
Our Values	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
Position Overview	
In collaboration with Allied Health professionals in the provision of community based rehabilitation, the Allied Health Assistant will assess, plan, implement and evaluate client programs. Through client programs, the Allied Health Assistant aim to address the impacts of aging, disability and or health issues on quality of life.	

# Position Description

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<u>Provide excellence in consumer/customer care</u> <ul style="list-style-type: none"> <li>➤ Deliver planned therapy sessions as directed by Allied Health Professionals in a range of environments including within client homes, the Allied Health Centre or relevant communal locations</li> <li>➤ Engage with clients on a holistic level about their performance and progression towards goals or concerns</li> <li>➤ Communicate with key internal and external services around changes with clients performance and any issues or concerns related to clinical care</li> <li>➤ Deliver a generic chair based exercise program and generate referrals as required</li> <li>➤ Provide Allied Health Therapy interventions as directed by relevant Allied Health Professional</li> <li>➤ Provide supervision and support to students undertaking student placement within Allied Health Services</li> </ul>	<p>100% of client programs are executed as outlined and required</p> <p>100% of client programs address the impacts of aging, disability and or health issues on quality of life</p>
<u>Ensure compliance with all relevant standards and legislation</u> <ul style="list-style-type: none"> <li>➤ Report and document client outcomes once goals are achieved</li> <li>➤ Modify a session or exercise within limits prescribed by treating Allied Health Provisional</li> <li>➤ Monitor clients during therapy sessions and report any changes or abnormalities to the relevant Allied Health Professionals</li> <li>➤ Ensure clinical documentation standards are met, and client statistics are recorded in a timely manner</li> </ul>	<p>100% documentation, client data and session notes are maintained</p> <p>Maintain current AHPRA registration accordingly</p>
<u>Quality Improvement and Risk Management</u> <ul style="list-style-type: none"> <li>➤ Contribute to organisational continuous improvement processes that promote best practice and quality driven outcomes for clients</li> <li>➤ Ensure continuous analysis and evaluation of work practice/systems process and promote change as necessary</li> <li>➤ Assists and supports management to undertake strategic planning</li> </ul>	<p>100% compliance with Infection Control processes</p> <p>100% of Incident Reports (Riskman) completed within 48 hours</p>
<u>Actively participate in professional development in order to deliver best practice</u> <ul style="list-style-type: none"> <li>➤ Complete annual education modules allocated by the organisation.</li> <li>➤ Participate, as directed, in the employee Support and Growth Plan.</li> </ul>	<p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>
<u>Occupational Health &amp; Safety</u> <ul style="list-style-type: none"> <li>➤ Follow Lyndoch Living's Health and safety policies, procedure, workplace instructions and conduct of conduct</li> <li>➤ 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</li> <li>➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> </ul>	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>

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<ul style="list-style-type: none"> <li>➤ Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>➤ Be familiar with and follow emergency procedures and directions</li> <li>➤ Participate in health and safety training programs as required</li> </ul>	
<u>Organisational Values</u> <ul style="list-style-type: none"> <li>➤ All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion)</li> <li>➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>➤ Role model the organisational Values</li> </ul>	Resident satisfaction survey results  Employee Engagement Survey Results

Key Selection Criteria		
Qualifications	➤ Certificate III in Allied Health Assistance, Certificate IV in Allied Health Assistance or equivalent	Essential
Previous experience	➤ Demonstrated knowledge and experience Community Services or Allied Health Assistance	Essential
Skills and knowledge	➤ Proven ability to provide guidance and intervention when implementing therapeutic strategies that is respectful of clients choice	Essential
	➤ Excellent understanding of needs, requirements and the best approach to support older people and young adults with a disability	Essential
	➤ Ability to work with electronic information and hard-copy data to meet the needs of effective service delivery for the allied health team	Essential
	➤ Demonstrate ability in the efficient management of resources, projects and meeting deadlines with a range competing priorities	Essential
	➤ Ability to work as a part of a team as well as independently	Essential

## Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

## Position Description



Name (Please print):

Signature:

Date:

### Authorisation – Version 1.0

Amendments:

N/A

Authorised by: Acting General Manager - Community Services

Review and authorisation date: 27 / 11 / 2023