

POSITION DESCRIPTION

Position Title – Allied Health Assistant

Position Purpose

The overall purpose of the Allied Health Assistant is to undertake a variety of clinical support tasks to assist the allied health staff to provide high standards of client services. The Allied Health Assistant will support allied health staff to deliver allied health programs and services to clients in a community based or residential setting. The range of tasks incorporated in this role will be multi-disciplinary in nature and will assist to provide effective and efficient clinical care. It may include but not be limited to in-home therapy programs, Instrumental Activity of Daily Living (IADL) retraining and Personal Activity of Daily Living (PADL) retraining, mobilisation, community integration, assisting with group activity and other specific technical and duties. The Allied Health Assistant will work in accordance with the values of Living Without Worry Health Clinic (LWWHC) and support core business by providing service, guidance and advice within this position’s speciality area.

Division:	QLD	Reports to	Practice Manager
Internal Relationships:	Therapists, Administration	External Relationships	Clients, clients’ family and carers, medical professionals, referring agencies, suppliers
Delegation of Authority		Category	Therapy
Employment Contract	Flexible options	Award	Industry Awards

Organisation

LWWHC’s Mission	LWWHC's mission is to assist people in need to better manage their issues and worries in a culturally appropriate way through counselling and allied health collaboration model so that they increase the ability of resilience and maintain physical and psychological health wherever they live.
LWWHC Intro	<p>LWWHC is a growing clinic with professional, customer-centric, collaborative focus. Our vision is to build a better and stronger mental health resilient community by effectively supporting people with mental health issues and practically training mental health clinicians. Our goal is to assist people in need to better manage their issues and worries in a culturally appropriate way through counselling and allied health collaboration model so that they increase the ability of resilience and maintain physical and psychological health wherever they live.</p> <p>Our work environment includes:</p> <ul style="list-style-type: none"> Modern A grade office setting On site free parking Complimentary drinks and kitchen usage 24/7 office access On site Cafe and Gym nearby GP clinics and shopping centres Close to public transport Work-from-home options Career growth opportunities

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	<p>On-the-job training Flexible working hours Safe work environment Supportive workplace culture</p>
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Key Function	Key Accountabilities, Responsibilities & Deliverables
Service Provision	<p>1. Accountability: Assessment, Documentation and Evaluation <i>Complete screening tools in accordance with the organisational guidelines</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ▪Participate in information gathering for assessment under the guidance of a treating health professional ▪Complete a defined range of clinical screening assessments as delegated and prescribed by guidelines, legislation and professional guidelines ▪Record client activity including documentation and statistics as per organisational guidelines. ▪Support the evaluation of ongoing effectiveness of allied health plans ▪Identify and report client circumstances that require additional input from the Allied Health Professional <p>2. Accountability: Assisting the client <i>Provide assistance with daily activities, advocacy and facilitate access to community resources</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ▪Conduct independent home and community visits to implement, monitor and ensure the safety of the allied health plans or recommendations as established by the supervising professional ▪Work with clients, their families and carers to carry out functional daily activities (e.g. activities of daily living, gardening, leisure activities) as identified in the client’s allied health plan ▪Assist the Allied Health Professional with delivering group activities. Conduct independent group sessions under guidance of treating professional ▪Assist in the supply of, and instruct and monitor clients in the fitting and use of prescribed equipment, including review of minor home modifications ▪Work with clients, their families and carers to support community access, including access to community resources (e.g. shopping, public transport) ▪Advocate for clients, their families and carers, including assist clients to navigate the healthcare system (e.g. completing forms) ▪Identify safety risks in client’s home or community setting, or residential setting, prior implementing plans <p>3. Accountability: Developing & Networking <i>Assist with the development and delivery of allied health services within the Service</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ▪Lead or co-lead community-based group activities and educational programs to meet individual client, family or carer goals, under the guidance of treating Allied Health Professional ▪Provide feedback to the Allied Health Professional on individual and group performance ▪Provide basic education on a defined range of topics to clients or groups of clients ▪Participate in the development of allied health services, including resource development ▪Liaise, network and collaborate with other service providers

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<p>Other Duties</p>	<p>Manage and coordinate own work and basic administrative tasks for multi-disciplinary team, using computer-based systems provided</p> <ul style="list-style-type: none"> ▪Undertake continuing education activities as relevant to role ▪Participate in quality improvement and evidence-based practice activities to ensure quality care to clients and residents ▪Maintain confidentiality, including but not limited to information relating to residents, clients and employees of LWWHC and do not disclose information during or after employment ▪Act in accordance with LWWHC’s Code of Conduct and the organisation’s policies and procedures ▪Ensure that credentials and qualifications set out in this Position Description are current at all times ▪Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities ▪Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures ▪Undergo relevant evaluations and assessments, as requested by LWWHC, to ensure that the physical and functional requirements of the role can be met
<p>Activities outside the scope of this role</p>	<ul style="list-style-type: none"> ▪Diagnosis ▪Independent administration and interpretation of assessments (not including specific screening tools) ▪Independent referral to a health provider outside the LWWHC multidisciplinary allied health team ▪Independent development or modification of any allied health plans or recommendations ▪Discharge
<p>People Leadership</p>	<ul style="list-style-type: none"> • Contribute to maintaining an effective team. • Actively support the clinical and professional development of peers. • Attend and participate in meetings, reviews and committees as required whilst seeking guidance and feedback from others for work performed.
<p>Workplace Health & Safety</p>	<ul style="list-style-type: none"> • Responsible for ensuring that LWWHC complies with its legal requirements and strives for bestpractice in the provision of a safe workplace for all. • Work within the policies and procedures of the organisation particularly those promoting a safe working environment (including WH&S procedures)
<p>Licenses & Accreditations</p>	<ul style="list-style-type: none"> • Current Blue Card (Working with Children) and NDIS Worker Card • Professional association AASW membership with Professional Indemnity Insurance (preferred) • Sound skills in general computer literacy and modern technology tools • Have a current valid drivers’ license and access to a registered roadworthy vehicle (preferred)

Authorisation:

This Position Description has been reviewed and approved by the Director