



**Swan Hill**  
District Health  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## **Allied Health Assistant Occupational Therapy Part time – 2.5 days per week**

The Community Rehabilitation Centre has a vacancy for a part time Allied Health Assistant to work 2.5 days per week. The Allied Health Assistant works within the healthcare team, performing a wide range of duties to support and assist the work of the occupational therapists, in tasks they are delegated and supervised with, according to their grade level and for clients across the continuum of the health service.

### ***Key Selection Criteria:***

- Completion of at least the Certificate III in Allied Health Assistance, or its equivalent that is relevant to the field of practice.
- Demonstrated knowledge of the Occupational Therapy role.
- Proven ability to communicate and work effectively within teams including problem solving skills and initiative.
- Demonstrated knowledge of healthy body systems in a healthcare context and basic medical terminology.
- Demonstrated ability to maintain a high standard of client service.
- Proven ability to assist with an allied health program, including client movement.
- Proven ability to comply with infection control policies and procedures in health.
- Demonstrated interest in further professional development and continuing education including evaluation of own performance.
- Capacity to familiarise self with and understand relevant organisational policies and procedure.
- Able to use a range of information technology applications.
- Victorian Driver's Licence.

For more information contact Trish McMahan, Occupational Therapy Manager on (03) 5033 9332 (Tues and Thurs) or email: [TMcmahan@shdh.org.au](mailto:TMcmahan@shdh.org.au).

Applications addressing the key selection criteria including the names of three referees and completed application form should be forwarded to the Human Resources Manager by email: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing date: 24<sup>th</sup> February 2019**



<b>Position:</b>	Allied Health Assistant – Occupational Therapy
<b>Classification:</b>	Grade 3 Allied Health Assistant
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Chief Occupational Therapist
<b>Position Summary:</b>	The Allied Health Assistant works within the healthcare team, performing a wide range of duties to support and assist the work of the occupational therapists, in tasks they are delegated and supervised with, according to their grade level and for clients across the continuum of the health service.
<b>Responsibilities:</b>	<p>The Grade 3 Allied Health Assistant performs work of a general nature under the supervision of an allied health professional.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>- The full range of duties of a Grade 3 AHA.</li> <li>- Working directly with an allied health professional, alone or in teams, under supervision following a prescribed program of activity.</li> <li>- Using communication and interpersonal skills to assist in meeting the needs of clients.</li> <li>- Accurately documenting client progress and maintaining documents as required.</li> <li>- Demonstrating capacity to work flexibly across a broad range of therapeutic and program related activities.</li> <li>- Identifying client circumstances that need additional input from the allied health professional.</li> <li>- Prioritising work and accepting responsibility for outcomes within the limit of their accountabilities.</li> </ul> <p>All allied health assistants are required to work within the scope of practice defined by the role and communicate their own limits of competency to the supervising allied health professional.</p> <p><b><u>Duty Statement for Grade 3 Allied Health Assistant in Occupational Therapy:</u></b></p> <p><b>Client care:</b></p> <ul style="list-style-type: none"> <li>- Assist with delivering the client's care plan (as developed by the occupational therapist), including: activities of daily living (showering, dressing, toileting, food preparation etc), assistive devices, development and maintenance of client functional status, rehabilitation and client treatment (upper limb interventions, scooter training), when delegated and under the supervision of the occupational therapist.</li> <li>- Gather information from the client and significant others for the occupational therapist to assist in their care.</li> <li>- Regularly liaise in a timely manner with the delegating occupational therapist regarding progress and outcomes of delegated tasks, including changes in the client's condition.</li> <li>- Seek appropriate information from the occupational therapist and medical record prior to client service, and record appropriate documentation in the medical record following service provision.</li> <li>- Deliver group programs in conjunction with allied health and or nursing staff as directed by the occupational therapist.</li> <li>- Prepare for client and group sessions by gathering equipment and materials and preparing the environment.</li> </ul>

	<ul style="list-style-type: none"> <li>- Provide equipment to clients (including within their home) as prescribed by the occupational therapist.</li> <li>- With training and defined by scope of practice, provide information to clients regarding their care plan, interventions and the occupational therapy service.</li> <li>- Collect client information and use the Occupational Therapy Community Health Referral &amp; Priority Summary and/or Off Site Risk Assessment Tool when making initial contact on receipt of referral for community clients.</li> <li>- Manage community client bookings and waitlist under supervision by the occupational therapist.</li> <li>- Use the Falls &amp; Balance Priority Tool on receipt of referral for this program, and record clients on the waiting list.</li> <li>- Complete Personal Alert Victoria Personal Alarm Assessments following specific competency training and delegation by the occupational therapist.</li> <li>- Respond to discharging occupational therapists' client management request from other hospitals (e.g. provision of equipment).</li> <li>- Attend home visits with occupational therapist if indicated on risk assessment.</li> <li>- Assist other allied health disciplines as negotiated with Chief Occupational Therapist and relevant Department Head, and other tasks as delegated by a competent allied health professional.</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>- Register clients of the department on the statistics program and keep daily statistics for service provision funding requirements.</li> <li>- Maintain a clean and tidy department, including routine/necessary linen changes and the cleaning of departmental equipment as per infection control procedures.</li> <li>- Assist with stock monitoring and stock ordering.</li> <li>- Participate in the monthly department meeting (and other meetings as directed).</li> <li>- Provide administrative support to occupational therapists, including; filing, collection of medical records, photocopying, minute taking, production of non-clinical resources.</li> <li>- Assist in prioritising work load with occupational therapists.</li> <li>- Participate in regular supervision with occupational therapists.</li> </ul> <p><b>Equipment/ Appliances:</b></p> <ul style="list-style-type: none"> <li>- Assume responsibility for the cleaning, storage, reporting of faults and maintenance of therapeutic aids and equipment.</li> <li>- Deliver prescribed aids/appliances to client homes and arranges return of these items to the hospital when no longer required by client.</li> <li>- Maintain equipment loan system including the issuing of reminder notices as required and generation of invoices.</li> </ul> <p><b>Supervisory Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- To assist in the supervision of work experience students.</li> </ul>
<p><b>Key Selection Criteria:</b></p>	<p><b>Qualifications/Credentialing Requirements:</b></p> <ul style="list-style-type: none"> <li>• Completion of at least the Certificate III in Allied Health Assistance, or its equivalent that is relevant to the field of practice.</li> <li>• National Police Check.</li> <li>• Working with Children's Check.</li> </ul> <p><b>Essential Key Selection Criteria:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of the Occupational Therapy role.</li> <li>• Proven ability to communicate and work effectively within teams including problem solving skills and initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of healthy body systems in a healthcare context and basic medical terminology.</li> <li>• Demonstrated ability to maintain a high standard of client service.</li> <li>• Proven ability to assist with an allied health program, including client movement.</li> <li>• Proven ability to comply with infection control policies and procedures in health.</li> <li>• Demonstrated interest in further professional development and continuing education including evaluation of own performance.</li> <li>• Capacity to familiarise self with and understand relevant organisational policies and procedure.</li> <li>• Able to use a range of information technology applications.</li> <li>• Victorian Driver's Licence.</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> . Hours of duty as negotiated.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care. Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Hardwiring for Excellence</b> <b>Values - Standards of Behaviour</b>	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
<b>Privacy and Confidentiality:</b>	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the

	<p>Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	June 2011
<b>Reviewed:</b>	June 2014, December 2017
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice:- (to be completed by the applicant)**

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585