



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



Respect – Professionalism – Care – Commitment – Collaboration

## **Allied Health Assistant Physiotherapy Part time – 3 days per week**

The Physiotherapy Department has a vacancy for a part time Allied Health Assistant to work 3 days per week. The Allied Health Assistant will work with trained physiotherapy and exercise physiology professionals in the provision of treatment, rehabilitation and maintenance therapy for hospital inpatients, outpatients and Aged Care residents.

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

1. Current division 2 Nursing Qualification, Allied Health Assistant Certificate or equivalent
2. Demonstrated ability in understanding and practice of Community Rehabilitation.
3. Excellent communication and organizational skills
4. Ability to work well within a multi-disciplinary team and develop strong client rapport
5. To be able to take direction and instruction from various staff members and to show initiative in undertaking duties when required
6. Experience in manual handling of clients and other physiotherapy techniques
7. Understanding of the public hospital system and quality improvement
8. Able to facilitate group exercise sessions with basic understanding of the principles and benefit of exercise.

### ***Desirable:***

1. 1st Aid Certificate
2. Sound computer skills.

For more information contact Emma Pay, Physiotherapy Manager on (03) 5033 9390 or email: [epay@shdh.org.au](mailto:epay@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 Grade 3- Physiotherapy Department
<b>Classification:</b>	Allied Health Assistant Grade 3 (Qualified) TC2
<b>Department:</b>	Physiotherapy Department
<b>Reports to:</b>	Physiotherapy Department Head Physiotherapists and Exercise Physiologists
<b>Position Summary:</b>	The Allied Health Assistant works with trained physiotherapy and exercise physiology professionals in the provision of treatment, rehabilitation and maintenance therapy for hospital inpatients, outpatients and Aged Care residents.
<b>Responsibilities:</b>	<p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• Maintains a clean and tidy department, including routine/necessary line changes and the cleaning of departmental and loan equipment as per infection control procedures</li> <li>• Actively participates in departmental meetings, quality improvement activities and professional development activities</li> <li>• Assists with data collection as required including completion of daily statistics</li> <li>• Accurately documents client progress and maintain documents as required</li> <li>• Completes relevant paperwork associated with client management, appointments and any follow up that may be required</li> </ul> <p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• Work with minimal supervision to implement therapeutic and program related activities</li> <li>• Understand the theoretical principles of the work undertaken by the Allied Health professionals</li> <li>• Identify client circumstances that need additional input from the Allied Health Professionals, including suggestions as to appropriate interventions</li> <li>• Use good communication and interpersonal skills to assist in meeting the needs of clients e.g. goal setting</li> <li>• Manage own case load with direction from Allied Health Professional</li> <li>• Facilitate groups independently in areas that trained in e.g. Nordic Walking, Tai Chi, CHSP</li> <li>• Assist Physiotherapist/Exercise Physiologist with set up of equipment of supplies that are required for individual or group therapy</li> <li>• Provide exercise and mobility exercise programs as prescribed by the physiotherapist or exercise physiologist to clients</li> <li>• Assists in the supervision of hydrotherapy clients when required</li> <li>• Involvement in the Transitional Care Program providing group and 1:1 therapy</li> <li>• Provide group based exercises to aged care residents under the prescription of the physiotherapist</li> <li>• Assist in supervision of the work performed by Training, Grade 1 and 2 Allied Health Assistants and work experience students</li> </ul> <p><b>Equipment/Appliances:</b></p> <ul style="list-style-type: none"> <li>• Assumes the responsibility for the cleaning, storage and maintenance of therapeutic aids and equipment and loan equipment</li> <li>• Maintains equipment hire/loan system including following up any outstanding equipment with clients</li> <li>• Assists with stock ordering, including assuming responsibility for regular checking of stores and alerting chief physiotherapist of need to re-order stock</li> </ul>

<b>Qualifications/Skills Experience/Competencies:</b>	Certificate IV Allied Health Assistant
<b>Salary/Award:</b>	In accordance of the Health & Allied Services, Managers and Administration Officers Agreement 2016-2020
<b>Infection Control:</b>	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
<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> </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.
<b>Privacy:</b>	<p>SHDH are committed to protecting patient and staff privacy, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the 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 policy, as it is a condition of employment. Any breach of the rules of privacy relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <p>Report accidents, incidents and potential hazards promptly.</p> <p>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</p> <p>Comply with the Occupational Health and Safety Act and O.H. &amp; S. Policy Procedure Manual.</p> <p>Attend training sessions as required.</p>
<b>Performance Appraisal:</b>	Completion of Performance Appraisal on a yearly basis.
<b>Date Written</b>	March 2018
<b>Reviewed:</b>	
<b>Managers Name:</b>	Emma Pay
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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## General Information

<b>Name</b>	
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<b>Address</b>	
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<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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Are you of Aboriginal/Torres Strait Islander Origin?  No  Aboriginal  Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?  Yes  No

Are you an Australian Citizen or Permanent Resident:  Yes  No      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number : \_\_\_\_\_

Do you require sponsorship?  Yes  No

Where did you hear about the position you are applying for?

Newspaper       Internet       Swan Hill District Health Website       Social Media (Facebook)

## Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is casual / relieving** unless otherwise indicated.

- 6 months probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department (rotation)

**Hours of Work** – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: \_\_\_\_\_

**Normal hours of work** are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

### 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