



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

Position Vacant

Aboriginal Allied Health Assistant

.A temporary full time position is available for an Aboriginal Allied Health Assistant to join our enthusiastic team of Health Professionals in the Allied Health Department at Swan Hill District Health, commencing March 2012. This is an Aboriginal Traineeship position over a fifteen month period.

The Allied Health Department has an established role within the community of providing a range of services and activities to assist our community members to live a healthy lifestyle and reduce risk of chronic illness.

The Aboriginal Allied Health Assistant will have the opportunity to work in the Physiotherapy, Occupational Therapy, Speech Therapy, Podiatry and Dietetics Departments while undertaking a Certificate III in Allied Health Assistant through Sunraysia Tafe. The Aboriginal Allied Health Assistant role will be a shared role between the five departments and will provide the opportunity to be part of both the clinical treatment component of health care and the broader community preventative approaches to health. The Aboriginal Allied Health Assistant will work with health professionals in the provision of treatment, rehabilitation and maintenance therapy for hospital inpatients, members of the community and Extended Care residents.

This position is well suited to those individuals considering further study in the health industry, and while completion of Year 12 is preferred, candidates who have completed Year 11 will be considered.

Want More Info?

Further information is available from Biata Ward, Aboriginal Health Promotion and Chronic Care (AHPACC) Officer – 0458 393 730 or bward@shdh.org.au

Applications with a cover letter and including the names of three referees should be made online via our website, or forwarded to Mr. Steven Wainwright, Human Resources Manager at Swan Hill District Health PO Box 483 Swan Hill Vic 3585, by 29 February 2012.



Position:	ABORIGINAL ALLIED HEALTH ASSISTANT TRAINEESHIP
Classification:	National Training Wage Award 2000
Department:	Allied Health – Physiotherapy, Occupational Therapy, Speech Pathology, Podiatry and Dietetics.
Reports to:	Aboriginal Health Promotion & Chronic Care (AHPACC) Officer - SHDH
Position Summary:	The Aboriginal Allied Health Assistant will work with health professionals in the provision of treatment, rehabilitation and maintenance therapy for hospital inpatients, members of the community and Extended Care residents. This position is an Aboriginal Traineeship Position.
Duties & Responsibilities:	<ul style="list-style-type: none"> • Assists with patient treatment under the direction and supervision of a health professional • Implements individual and group therapy programs for clients in conjunction with Allied Health and nursing staff as directed by a health professional • Assist clients in meeting activities of daily living including supervision of activities such as showering, toileting, dressing and food preparation as directed by a health professional • Observe and report changes in patient's condition to the health professional and appropriately document such changes in the patient's medical record • Maintain a clean and tidy department, including routine/necessary cleaning, storage and maintenance of departmental equipment and therapeutic aids as per infection control procedures, • Assist with stock ordering, including assuming responsibility for regular checking of stores • Assist with data collection as required including completion of daily statistic sheets • Promotion of physical activity and nutrition is a priority area
Hours of Duty:	Temporary Full time – 38 hours/week (will include designated study time/leave) with Accrued Days Off entitlement.
Qualifications/Skills Experience/Competencies:	<p>Completion of Year 12 preferred although candidates who have completed Year 11 will be considered.</p> <p>The position holder will be expected to complete the Certificate III in Allied Health Assistance through Sunraysia Tafe, Swan Hill.</p> <p>A genuine liking and respect for patients/clients, well developed communication and written skills, and the ability to work as part of a team are important for this position.</p>
Salary/Award:	Salary in accordance with Award.
Infection Control:	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	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.
Privacy:	<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>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</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. & S. Policy Procedure Manual.</p> <p>Attend training sessions as required.</p>
Performance Appraisal:	Completion of Performance Appraisal on a yearly basis.
Date Written Reviewed:	Feb 2011
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	