



**Swan Hill**  
District Health

Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Allied Health Assistant Occupational Therapy

Occupational Therapy has a vacancy for a part time Allied Health Assistant (AHA) to work part time 0.5 EFT.. 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.
- Victorian Driver's Licence.

### About You:

- Current AHPRA Registration
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Discounted Corporate gym memberships
- ◆Free onsite car parking
- ◆Professional Development opportunities
- ◆Salary Sacrifice/Packaging
- ◆Employee Assistance Program

Applications will only be accepted if they contain, CV, Application for employment and Cover letter addressing the key selection criteria. Applications can be done online or emailed to [employment@shdh.org.au](mailto:employment@shdh.org.au).

**Enquiries** about this role should be directed to Bruce Campbell, Occupational Therapy Manager, Ph: (03) 5033 9332 or E: [bcampbell@shdh.org.au](mailto:bcampbell@shdh.org.au)

**Closing date: 4<sup>th</sup> June**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	Allied Health Assistant – Occupational Therapy
<b>Classification:</b>	Grade 2 Allied Health Assistant
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Chief Occupational Therapist
<b>Position Summary:</b>	The Allied Health Assistant (AHA) 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 2 AHA 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 1 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 AHAs 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 2 AHA 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> </ul>

	<ul style="list-style-type: none"> <li>• Prepare for client and group sessions by gathering equipment and materials and preparing the environment.</li> <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 using the Regional Community Platform (RCP) and iPM and/or Off Site Risk Assessment Tool when making initial contact on receipt of referral for community clients.</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 using iPM or RCP 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 hard copy medical records as required, photocopying, minute taking, and 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>• Current National Police Check.</li> <li>• Working with Children's Check.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</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> <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>
<p><b>Salary/Award:</b></p>	<p>Salary in accordance with <i>Health and Allied Health Services, Managers and Administration 2021-2025</i>. Hours of duty as negotiated.</p>
<p><b>Infection Control:</b></p>	<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>
<p><b>Continuous Quality Improvement:</b></p>	<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>
<p><b>Person Centered Care:</b></p>	<p>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.</p> <p>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.</p>
<p><b>Child Safety:</b></p>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>

<b>Our Purpose:</b>	<b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
<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 Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. 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.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <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>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	June 2011, June 2014, December 2017
<b>Current:</b>	December 2022
<b>Managers Name:</b>	Bruce Campbell
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	