



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Aboriginal Allied Health Assistant Traineeship–Occupational Therapy **(Designated Aboriginal and Torres Strait Islander Position)**

An exciting new Allied Health Assistant traineeship opportunity has become available within our Occupational Therapy team at Swan Hill District Health.

The Traineeship is in collaboration with Workforce Partners Australia which is a Group Training Organisation. Workforce Partners Australia is involved in the recruitment and employs the trainee.

About the role:

The Allied Health Assistant (AHA) Trainee works within the healthcare team, performing a wide range of duties to support and assist the work of the Occupational Therapists.

To successfully complete a 1 year traineeship in Certificate III in Allied Health Assistance.

The traineeship is open to all ages.

Selection Criteria:

- Aboriginal Identified position in accordance with Equal Opportunity Act (2010), Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criterion.
- A commitment to successfully complete the Certificate III in Allied Health Assistance.
- Effective communication and interpersonal skills.
- Victorian Driver's Licence.

About You:

- Understanding of the healthcare sector – desirable but not essential.
- Current National Police Check & Working with Children's Check.
- Complete COVID Vaccinations & 2023 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
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

Enquiries:

For information on the Traineeship and support in applying please contact Chad Slee, Workforce Partners Australia, Ph: 0458 653 839 E: Chad@wfpa.com.au

For information on the Aboriginal Allied Health Assistant role please contact Bruce Campbell, Occupational Therapy Manager, Ph: (03) 5033 9321 E: bcampbell@shdh.org.au

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Closing date: 14th December 2023
This position remains open until filled.

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.



Position:	Aboriginal Allied Health Assistant Traineeship – Occupational Therapy
Classification:	Traineeship
Department:	Occupational Therapy
Reports to:	Occupational Therapy Manager
Position Summary:	<p>To successfully complete a 1 year traineeship in Certificate III in Allied Health Assistance.</p> <p>This is an Aboriginal Designated Traineeship in accordance with Equal Opportunity Act (2010)</p> <p>The Traineeship is in collaboration with Workforce Partners Australia which is a Group Training Organisation. Workforce Partners Australia is involved in the recruitment and employs the traineeship.</p> <p>The Allied Health Assistant (AHA) Trainee 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.</p>
Responsibilities:	<p>The AHA Trainee performs work of a general nature under the supervision of an allied health professional or another AHA.</p> <p>This includes:</p> <ul style="list-style-type: none">• The full range of duties of a Grade 1 AHA.• Working directly with an allied health professional, alone or in teams, under supervision following a prescribed program of activity.• Using communication and interpersonal skills to assist in meeting the needs of clients.• Accurately documenting client progress and maintaining documents as required.• Demonstrating capacity to work flexibly across a broad range of therapeutic and program related activities.• Identifying client circumstances that need additional input from the allied health professional.• Prioritising work and accepting responsibility for outcomes within the limit of their accountabilities. <p>All AHA trainees 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>Client care:</p> <ul style="list-style-type: none">• 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.• Gather information from the client and significant others for the occupational therapist to assist in their care.

- Regularly liaise in a timely manner with the delegating occupational therapist or another AHA regarding progress and outcomes of delegated tasks, including changes in the client's condition.
- 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.
- Deliver group programs in conjunction with allied health and or nursing staff as directed by the occupational therapist or AHA.
- Prepare for client and group sessions by gathering equipment and materials and preparing the environment.
- Provide equipment to clients (including within their home) as prescribed by the occupational therapist.
- With training and defined by scope of practice, provide information to clients regarding their care plan, interventions and the occupational therapy service.
- 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.
- Complete Personal Alert Victoria Personal Alarm Assessments following specific competency training and delegation by the occupational therapist or AHA.
- Respond to discharging occupational therapists' client management request from other hospitals (e.g. provision of equipment).
- Attend home visits with occupational therapist if indicated on risk assessment.
- 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.

Administration:

- Register clients of the department on the statistics program using iPM or RCP and keep daily statistics for service provision funding requirements as per guidelines and funding requirements.
- Answer the OT phone and take appropriate messages.
- Maintain a clean and tidy department, including routine/necessary linen changes (hand therapy) and the cleaning of departmental equipment as per infection control procedures.
- Assist with stock monitoring and stock ordering via Oracle.
- Participate in the monthly department meeting (and other meetings as directed).
- Provide administrative support to occupational therapists, including; filing, collection of hard copy medical records as required, photocopying and production of non-clinical resources.
- Participate in regular supervision with occupational therapists.

Equipment/ Appliances:

- Assist in the cleaning, storage, reporting of faults and maintenance of therapeutic aids and equipment.
- Deliver prescribed aids/appliances to client homes and arranges return of these items to the hospital when no longer required by client.
- Maintain equipment loan system including the issuing of reminder notices as required and generation of invoices.

Professional Development:

- Participation in annual My Work Plan.

Key Selection Criteria:	Qualifications/Credentialing Requirements: Aboriginal Identified position in accordance with Equal Opportunity Act (2010), Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criterion <ul style="list-style-type: none"> • Successful completion of Certificate III in Allied Health Assistance • Current National Police Check. • Working with Children's Check. • 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. Essential Key Selection Criteria: <ul style="list-style-type: none"> • A commitment to successfully complete the Certificate III in Allied Health Assistance • A willingness to learn • Knowledge of the Allied Health Assistance role, scope of practice, supervision and delegation. • Effective communication and interpersonal skills. • Ability to work effectively within a team and independently, to provide individual and group therapy as prescribed by OT's and AHA's in a variety of settings. • Ability to comply with infection control policies and procedures in healthcare. • 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. • Computer skills and competent in the use of a range of information technology applications (windows based software programs). • Victorian Driver's Licence.
Salary/Award:	Salary as determined by Workforce Partners Australia.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
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:	<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 & as such providers of health care must be actively involved in developing models of care that are person</p>

	centered.
Child Safety:	<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>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>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.</p>
Privacy and Confidentiality:	<p>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.</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>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan during the traineeship.
Previous Revision dates:	May 2023
Current:	
Managers Name:	Bruce Campbell
Managers Signature:	

Employees Name:	
Employees Signature:	



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

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

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

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 subject to:

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

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

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)

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585