



Allied Health Assistant, Aspect Therapy POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: Allied Health Assistant	Location: Aspect Therapy (National Team)
Group: NDIS Services and Strategic Partnering, Aspect Therapy	Reports to: Operational Leader / Practice Leader

Organisation Purpose

A different brilliant® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people with Autism or other disabilities	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Team Purpose

Aspect Therapy provides a broad range of therapy services from locations across Australia provided by Allied Health Professionals as speech pathologists, social workers, occupational therapists, psychologists and educators. Services are structured to provide a range of activities and programs to inform, empower and resource participants and their families. All programs have a strong focus on community participation with the aim of developing individually tailored programs that enable clients to reach their potential.

Position Purpose

To implement evidence-informed, individualised services under the guidance of an Allied Health Professional (Speech Pathologist, Occupational Therapist, Psychologist) across a range of settings with individuals across the age-span and their families and caregivers and wider community support networks.

Location

This position is an itinerant role and as such travel is required to support service users within the assigned region. Some travel outside of regions is required on occasion. Working in the community is a requirement for the role.

Outcomes

Key Result/Responsibility Area:	Requirements & Expectations	Success Indicators
Person-Centred Practice	<ul style="list-style-type: none"> • Work in partnership with individuals and their families and/or significant others by involving them in the planning, goal setting, delivery and evaluation of program/service under supervision of an Allied Health Professional (AHP) • Programs are person-centred and designed for the individual's and family's priorities and needs, family beliefs and values and are responsive to their cultural preferences • Deliver programs that are strengths based, building on pre-existing strengths which strengthen the overall functioning of the individual and their family unit under the supervision of the AHP • Support individuals and their family with provision of information about relevant services and community support networks • Deliver programs that are embedded into the individual's and family's everyday routines under supervision of the AHP • Be responsive to family satisfaction and adapt service as required. 	<ul style="list-style-type: none"> • Documents individual sessions and liaises with AHP regarding program and planning • Individual and family expectations/needs are met • Can identify local community services • Working closely with AHP to identify supports required
Building Capacity	<ul style="list-style-type: none"> • Empower individuals and their families in conjunction with the AHP • Deliver support in home and community settings and collaborate with others supporting the individual and family under the guidance of the AHP. 	<ul style="list-style-type: none"> • Provides information, support materials and services to enhance families' overall capacity • Provides information and support so families can connect with mainstream community services
Collaboration	<ul style="list-style-type: none"> • Collaborate with internal and external service providers regarding client support • Collaborate with NDIA and LACs to further understand the scheme and to support families working with Aspect Therapy • Assist in identifying key stakeholders within the community for liaison between clients, caregivers, teachers and the AHP • Provide advice and support to visiting Aspect Therapy AHPs about community protocols, cultural matters, customs and activities. Travel with the AHP within the community when required 	<ul style="list-style-type: none"> • Regularly collaborates and communicates with the AHP in relation • Works collaboratively with other providers and supports under the guidance of the AHP • Demonstrates timely, approachable, positive and respectful communication and relationships with key stakeholders

	<ul style="list-style-type: none"> • Work with the AHP to ensure services are culturally appropriate and meet the needs of clients and their families • Promote awareness and use of available AHA/AHP services to the community • Assist communities to access and participate in AHA/AHP services • Support communication with key members of the community about the AHP's scheduled visits • Assist the AHA during client assessments and therapy sessions where two-person assistance is required 	
Professional Development	<ul style="list-style-type: none"> • Participate in Aspect training • Participate in Support and Supervision sessions • Participate in approved research projects as appropriate. 	<ul style="list-style-type: none"> • Actively participates and shares experiences and professional knowledge • Actively seeks out and participates in Support & Supervision
Documentation, Policies and Procedures	<ul style="list-style-type: none"> • Maintain client file, notes and records in a manner consistent with Aspect Policy, legislative requirements and appropriate code of ethics • Adhere to the professional code of conduct as outlined in Aspect policies • Adhere to appropriate lines of reporting (i.e. Operational Leader and Practice Leader and Regional Manager) 	<ul style="list-style-type: none"> • Service user files are maintained to meet audit and notes guidelines • Provides feedback to the AHP on the client's and family's progress. Identifies and documents client and/or intervention provision challenges, resource needs or changes as they are identified and inform the AHP • Liaises with AHP to ensure achievement of ISP goals
Customer Service and Relationship Management	<ul style="list-style-type: none"> • Be an advocate for participants and families and Aspect Therapy when providing services • Provide exceptional internal customer service • Work with participants and families to understand communication preferences and needs • Work with services and the AHP/Aspect Therapy team to establish an environment in which participants and families feel safe, welcomed and free to voice their opinions • Build positive relationships with all participants, families, other service providers, and other people in the community as 	<ul style="list-style-type: none"> • Participant and family involvement and engagement is increased • Participants and families are communicated with frequently, verbally and in writing as required • Positive relationships are created and maintained with all participants and families and the valued status of individuals

	appropriate	<p>is evident in all communications</p> <ul style="list-style-type: none"> • Positive feedback from internal and external customers
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> • Follow safeguarding guidelines as outlined in Aspect's <i>Safe-guarding the People We Support</i> policy and Code of Conduct. • Demonstrate a duty of care to participants • Treat participants with dignity and respect • Complete mandatory Safeguarding and Child Protection training and implement into day to day operations and practice • Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns • Escalate/report other staff practices which deviate from policy/procedure • Adhere to students/participants' individual plans recognising their personal needs, choices and control 	<ul style="list-style-type: none"> • Demonstrated evidence that issues/ concerns are escalated / reported to supervisor / manager • Completion of Safeguarding and Child Protection on-line training modules • Personal commitment and day to day demonstration of competency in safeguarding
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements • Report unsafe conditions or practices, and make suggestions to their supervising AHP or practice leader on improving work, health and safety at Aspect • Participate in the staff consultation process about work health and safety matters • Understand and adhere to Aspect's Code of Conduct 	<ul style="list-style-type: none"> • Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and management instructions • All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures • Health safety and welfare of self and others is ensured as far as reasonable • Actively participate in safety consultation as required

PART B: POSITION CRITERIA

Position Criteria	Capabilities	Collaboration	<i>Working effectively with others in the organisation to accomplish goals and to obtain information</i>
		Sensitivity	<i>Taking actions that indicate a consideration for the feelings</i>

			<i>and needs of others; being aware of the impact of one's own behaviour on others</i>
		Planning and organising	<i>Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources</i>
		Motivational fit	<i>Sharing the organisation's mission, vision and values, mode of operation and working within the Strategic Plan and unit Action Plan</i>
		Technical/Professional knowledge	<i>Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas</i>
		Tolerance for stress	<i>Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity); resilient attitude, adaptability to change</i>
	Knowledge & Experience	<ul style="list-style-type: none"> • Experience supporting individuals of all ages presenting with developmental disabilities including autism and their families • Experience with person-centred practice • Ability to travel for work as an itinerant staff member • Strong communication and organisational skills • Knowledge of and experience working with service providers within government and the community and not for profit sectors • Understanding of and commitment to the values underpinning the Disability Services Act (1993), Disability Discrimination Act (1992) and Disability Standards for Education (2005). 	
	Qualifications/Job Requirements	<ul style="list-style-type: none"> • Currently completing undergraduate degree in Allied Health (Occupational Therapy, Speech Pathology, Psychology), and / or • Completed, currently completing, or willingness to undertake, Certificate IV in Allied Health Assistance • National Police Check (NPC) appropriately cleared • International Police Check (IPC) if relevant • Working with Children Check WWCC clearance for paid employment (or relevant state) • NDIS Worker Screening Check clearance • Completion of NDIS Worker Orientation Module • Current CPR certificate • Current anaphylaxis certificate • Current child protection certificate • Current driver's licence (with relevant state) and willingness to travel as required 	

PART C: APPROVED BY

Position Approved by: Rachel Kerslake, National Manager, Aspect Therapy