|  |  |
| --- | --- |
| **POSITION DESCRIPTION** | |
| **Position Title:** | Allied Health Assistant |
| **Service/Facility/Department:** | Community Aged & Disability |
| **Direct Reports:** | Nil |
| **Key Relationships:** | **Internal:** Allied Health Team Leader**,** Allied Health Professionals, Nursing Staff, Home Care Worker Team Leaders, Home Care Workers and Administration staff. |
| **External:** Clients, clients’ family and carers, medical professionals, referring agencies, suppliers |

**Position Statement / Overall Purpose**

The overall purpose of the Allied Health Assistantis to undertake a variety of clinical support tasks to assist the allied health staff to provide high standards of client services.

The Allied Health Assistant will support allied health staff to deliver allied health programs and services to clients in a community based or residential setting. The range of tasks incorporated in this role will be multi-disciplinary in nature and will assist to provide effective and efficient clinical care. It may include but not be limited to in-home therapy programs, Instrumental Activity of Daily Living (IADL) retraining and Personal Activity of Daily Living (PADL) retraining, mobilisation, community integration, assisting with group activity and other specific technical and duties.

The Allied Health Assistant will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Requirements and Qualifications**

* Current National Police Certificate
* Current Blue Card (Working with Children) with Yellow Card exemption
* Current Queensland Driver Licence
* Certificate IV in Allied Health Assistance.
* Current Senior First Aid Certificate with CPR

**Key Selection Criteria**

1. Demonstrated knowledge and ability in the area of community based services
2. Demonstrated ability to communicate effectively and work collaboratively with staff, clients, their families and carers, and people from diverse backgrounds
3. Demonstrated ability to prioritise individual work commitments, and to plan, coordinate and complete tasks in an effective and timely manner
4. Ability to work with a high level of independence with a good understanding of own scope of practice
5. Demonstrated commitment to relevant skill development and service improvement activities
6. Entry level computer skills and experience with Microsoft Office (desirable)

**Key Accountabilities and Responsibilities**

1. **Accountability: Assessment, Documentation and Evaluation**

***Complete screening tools in accordance with the organisational guidelines***

**Responsibilities:**

* Participate in information gathering for assessment under the guidance of a treating health professional
* Complete a defined range of clinical screening assessments as delegated and prescribed by guidelines, legislation and professional guidelines
* Record client activity including documentation and statistics as per organisational guidelines.
* Support the evaluation of ongoing effectiveness of allied health plans
* Identify and report client circumstances that require additional input from the Allied Health Professional

1. **Accountability: Assisting the client**

***Provide assistance with daily activities, advocacy and facilitate access to community resources***

**Responsibilities:**

* Conduct independent home and community visits to implement, monitor and ensure the safety of the allied health plans or recommendations as established by the supervising professional
* Work with clients, their families and carers to carry out functional daily activities (e.g. activities of daily living, gardening, leisure activities) as identified in the client’s allied health plan
* Assist the Allied Health Professional with delivering group activities (e.g. tai chi, hydrotherapy). Conduct independent group sessions under guidance of treating professional
* Assist in the supply of, and instruct and monitor clients in the fitting and use of prescribed equipment, including review of minor home modifications
* Work with clients, their families and carers to support community access, including access to community resources (e.g. shopping, public transport)
* Advocate for clients, their families and carers, including assist clients to navigate the health care system (e.g. completing forms)
* Identify safety risks in client’s home or community setting, or residential setting, prior implementing plans

1. **Accountability: Developing & Networking**

***Assist with the development and delivery of allied health services within the Service***

**Responsibilities:**

* Lead or co-lead community based group activities and educational programs to meet individual client, family or carer goals, under the guidance of treating Allied Health Professional
* Provide feedback to the Allied Health Professional on individual and group performance
* Provide basic education on a defined range of topics to clients or groups of clients
* Participate in the development of allied health services, including resource development
* Liaise, network and collaborate with other service providers

**Other Duties and Requirements**

* Work as a member of a multi-disciplinary team, including contributing to case conferences and providing relevant client information to assist other members of the team in their activities
* Manage and coordinate own work and basic administrative tasks for multi-disciplinary team, using computer based systems provided
* Undertake continuing education activities as relevant to role
* Participate in quality improvement and evidence-based practice activities to ensure quality care to clients and residents
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures
* Ensure that credentials and qualifications set out in this Position Description are current at all times
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met

**The following activities are outside the scope of this role:**

* Diagnosis
* Independent administration and interpretation of assessments (not including specific screening tools)
* Independent referral to a health provider outside the Anglicare multidisciplinary allied health team
* Provision of interpretive information to staff, clients, their families and carers
* Independent development or modification of any allied health plans or recommendations
* Discharge

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.