

POSITION DESCRIPTION



Position Title:	<i>Allied Health Assistant</i>
Classification Level:	<i>OPS2</i>
Division:	<i>Operations</i>
Responsible Manager:	<i>Manager</i>
Review Date:	<i>TBA</i>

Position Description

The **Allied Health Assistant** is responsible for carrying out a variety of programmes and activities as directed by qualified Allied Health professionals. Responsibilities may include individual sessions and groups, construction of materials and equipment, maintenance of technology and equipment and other duties related to the provision of Allied Health services within Novita. The Allied Health Assistant will work as part of a site based support team to assist the delivery of service site activities, program activities and discipline specific site activities to meet the organisational business plan.

This position description indicates the general nature and level of expected work. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the role – the incumbent may, and probably will, be asked to perform other duties as required. Each employee, regardless of classification, is required to maintain a safe, orderly and clean workplace, using safety precautions and observing safety rules at all times.

Position Responsibilities

The **Allied Health Assistant** is responsible for:

- Undertake activities with clients, families or education staff in line with defined programs developed by an allied health therapist
- Assist in the provision of therapy, group activities and programs by providing administrative support, intervention support, setting-up, packing-down and cleaning and tidying
- Record timely and accurate progress notes and activity data for billing purposes
- Participate in training and development activities to ensure the needs of the team and service site are met, including new technologies, software, Apps and Augmentative and Alternative Communication devices
- Support the orientation and training of other Allied Health Assistants and professional staff through information sharing, networking, work shadowing and training as required.
- Maintain defined work areas, materials and equipment
- Prepare and make equipment and materials for use by clients and Allied Health therapists.
- Provide written or verbal reports on client progress and liaise with parents, team members and outside agencies, as required
- Participate in all team meetings, planning sessions and activities as required

Performance Expectations

- Service Standards-Adheres to programs set by Allied Health Professionals
- Service utilisation: Support the business unit to meet 65% utilisation
- Service collaboration: work collaboratively in a team environment to achieve best outcomes for clients and their families
- Research: participate in research to enhance continuous improvement and best practice as required
- Governance: Compliance with all relevant legislation, policy and practice in all areas

Education & Qualification

- Certificate IV in Allied Health Assistance (Desirable)
- Relevant qualifications in Community Services, Health Sciences or Disability

Desirable Behaviours

- Exemplary demonstrated customer service skills
- Treats business matters with confidentiality and respect
- Excellent organisational skills
- Excellent attention to detail
- Self-driven and results orientated
- Team success orientated

Knowledge, Experience & Skills

- Experience in the role of Allied Health Assistant, Therapy Assistant, Access Assistant or School Services Officer
- Excellent interpersonal and communication skills with demonstrated experience liaising clients, colleagues and allied health therapists
- Practical, flexible and adaptable to work on a range of tasks simultaneously, across a range of programs and activities
- Ability to work with minimum supervision and initiative to identify opportunities for system or process improvements
- Commitment to and interest in the needs of young people with disabilities
- Energetic, creative, resourceful and innovative
- Intermediate level skills in Microsoft Office suite and other office technologies
- Experience working with specialised equipment such as splints, wheelchairs and communication and computer technology (DESIRABLE)
- Understanding of types of disabilities, e.g. cerebral palsy, muscular dystrophy, spina bifida (DESIRABLE)
- Knowledge of the principles of family centred-practise, empowerment and integration for people with disabilities (DESIRABLE)
- Understanding of issues faced by families and service providers face when caring for children who have physical and multiple disabilities (DESIRABLE)
- Competent level of typing and word processing (DESIRABLE ONLY)
- Competent sewing skills (DESIRABLE ONLY)

Job Dimensions

- The incumbent is responsible to the Team Leader and Manager
- The incumbent undertakes tasks assigned via an agreed allocation process at the direction of the Team Leader or Manager
- The Allied Health Assistant works under the direction of Novita therapists, psychologists and family service coordinators within a designated service site. The incumbent works as a member of a service site team, liaising with stakeholders from external service providers and community settings

External Relationships

- Develop and maintain effective working relationships with a variety of stakeholders, including government departments, organisations and relevant industry and sector providers, to achieve desired outcomes.

Special Conditions

- A criminal history clearance is required prior to commencing employment with Novita.
- Ongoing periodic criminal history screenings and compliance with other mandatory clearances may be required by the Employer or regulatory body, from time to time to continue employment with Novita
- Out of hours work will be required for this role
- Travel Intra/Interstate, as required
- Child Safe Environment certification and ongoing maintenance
- Must be prepared to relocate within the organisation should the need arise

Disclaimer

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Acknowledgement			
I have read and understood the requirements of the position:			
POSITION	NAME	SIGNATURE	DATE
Employee			
Manager			