

POSITION DESCRIPTION & PERSON SPECIFICATION

Allied Health Assistant

Position Title:	Allied Health Assistant
Reporting to:	Physiotherapist
Classification:	Therapy Assistant
Hours of Work:	As per contract

POSITION DESCRIPTION

1. Key Selection Criteria

- Demonstrated understanding of the needs of older adults
- Knowledge and understanding of exercise provision for older adults.
- Highly developed oral, computer, and written communication skills
- Well-developed planning, organisational and time management skills
- Ability to work independently and effectively as part of a team
- Diligent caring and patient attitude when dealing with residents and staff
- Demonstrated initiative and developed organisational, time management and problem solving skills
- Ability to liaise effectively with residents, resident representatives, Supervisor, carers and health professional staff
- A demonstrated commitment to self-development and continuing education
- Working knowledge of and ability to comply with Health and Safety, Manual Handling, Infection Control and organisational policies and procedures
- Computer literacy and current driver's licence
- Demonstrated commitment to delivering quality services through the development and implementation of continuous quality improvement

POSITION DESCRIPTION

2. Key Duties and Responsibilities

- Conducts care in an ethical and safe manner
 - To assist Physiotherapists in the development and provision of therapeutic exercise programs within Echuca Community for the Aged.
 - To deliver therapy programs to residents as guided by the Physiotherapist – including individual or group classes.
 - To report details of resident contact to the Physiotherapist/Supervisor and to record details of resident treatment in resident files, including any alterations in resident's condition
 - To deliver equipment to residents as directed by Physiotherapist, ensuring correct adjustments have been made to suit the resident
 - To provide efficient and effect administration and clerical support to Physiotherapist, including liaison with residents, supervisor and service providers
 - To ensure equipment is cleaned and maintained in a serviceable condition at all times and to report malfunction to maintenance staff
 - Ensuring residents, their families and representatives are treated with respect and dignity at all times
 - Maintaining the confidentiality of residents, the organisation and other staff
 - Collating relevant statistics and data for quality activities, audits and reviews
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3. Statement of Key Performance Indicators

Contribute to the effective development and assessment of resident care plans by:

- Reporting resident changes or needs in an accurate and timely manner
- Reporting and documenting ongoing changes, needs or preferences
- Reporting all relevant information to the person in charge

Contributes to a safe working environment, by:

- Complying with the Echuca Community for the Aged policy and procedures
- Reporting personal and resident injuries or accidents
- Ensuring safe work procedures are followed and unsafe work methods and hazards in the facility are identified and reported

Contributes to Echuca Community for the Aged capacity to deliver quality services to residents, by:

- Working collaboratively with other members of the facility staff and volunteers
- Maintaining a commitment to fostering and recognising each residents value and worth

- Maintaining an open and warm relationship with residents, while respecting their rights to choice, dignity and independence

Acts to enhance the professional development of others and self, by:

- Providing evidence of continuing education
- Participation in formal performance appraisals with the Physio/DOCS
- Acting as a positive role model for less experienced staff
- Attending Resident and Staff meetings as required
- Responding appropriately to instances of unprofessional conduct from any member of the health care team
- Developing computer literacy skills to compliment the active and ageing program
- Attendance at annual compulsory training
- Accepting full responsibility for own actions and omissions

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Allied Health Professional Assistant's Certificate

2. Personal Skills, Abilities, & Aptitude

A personal commitment to our Mission to provide care for the benefit of the aged people in our community and adhere by our values is essential. The skills, abilities and aptitude of the Allied Health Assistant must reflect professional management in providing an adequate representation of ECA and its people in its many and varied forms. These encompass the following:

Skills

- Possess proven computer skills
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature
- Organisational and time management skills

Abilities

- Accept direction and to work without immediate supervision
- Organise and set priorities for various activities while meeting required deadlines
- Demonstrates the ability to work positively within a team to achieve team goals and work harmoniously and effectively with other team members to achieve service delivery excellence

Aptitude

- Demonstrates integrity in all things
- Being a lateral thinker, proactive and be prepared to undertake an innovative approach
- Having an interest in supporting others and providing exceptional levels of service to an aged care facility
- Having a natural affinity with people and developing successful relationships

PERSON SPECIFICATION

3. Experience

- Experience working in an Aged Care Facility would be advantageous
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4. Knowledge

- Good understanding of the ageing population
 - Knowledge of exercise prescription and adaptation for the ageing population
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5. Classification Level

The position of Allied Health Assistant carries a Classification Level of Health & Allied Services Award (private sector)

6. Performance Standards & Review

An initial Performance Review is undertaken with the Physio/DOCS six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the Key Performance Indicators, the policies of the organisation and the rules and procedures practised in this facility.