

What you do matters.



Allied Health Assistant Position Description

**Macedon
Ranges
Health**
supported by **benetas**

EMPLOYMENT TYPE	Part Time - 0.6 FTE (3 days per week)
CONDITIONS	Fixed term, 12 months
TEAM	Macedon Ranges Health
REPORTING RELATIONSHIPS	Reports to: Community Health Services Manager Direct Reports: Nil

Our Vision

A positive, fulfilling experience of ageing where everyone has the opportunity to live their best life.

Organisational Context

Macedon Ranges Health (MRH) is an award winning, community based not-for-profit organisation dedicated to the provision of health, community, social support, and aged care services to the communities of Macedon Ranges Shire and surrounding districts. Alongside the aged care services we offer a range of allied health and wellbeing services to people under the age of 65.

With an ambitious Next Generation Strategy, Macedon Ranges Health supported by Benetas is focused on delivering our four strategic outcomes, which include integrated and exceptional customer experience, communities of choice, a great place to work and volunteer and a high performing organisation.

Role Purpose

The Allied Health Assistant will work as part of the Community Health Team to support our Allied Health Practitioners, specifically Podiatry (e.g. sterilisation, audits, clinic set up), Occupational Therapy (e.g. basic assistive technology delivery and set up, client reviews, administration support), and Physiotherapy (deliver appropriate individual and group programs) to enhance the lifestyle and wellness of community members in the Macedon Ranges and District.

Position Specific Responsibilities

Key Result Areas	Key Tasks/Behaviours	Success Indicators
Clinical	<ul style="list-style-type: none"> • Work within scope of practice as designated by supervising health professionals to provide care in centre /community • Support Allied Health Practitioners with service delivery specifically Podiatry (sterilisation, clinic set up, audits); Occupational Therapy (basic assistive technology set up, client reviews, administration follow up); Physiotherapy (group therapy program, individual exercise program) • Work with health professionals to plan, implement and evaluate individual and group therapy programs for the target population • Assist with the running of physical activity and wellness programs i.e.: warm water exercise program; balance classes; falls prevention classes; gentle exercise classes • Document client progress in MRH's client management system • Contribute to the planning, implementation and evaluation of the MRH Health Promotion Plan • Recruit, encourage and support the involvement of individuals, families and/or volunteers in health focussed programs • Provide all clients with equitable access to services. 	<p>Implementation of evidence-based intervention prescribed in by allied health professionals</p> <p>Completion of administrative duties to ensure consumers receive timely and sufficient service delivery</p> <p>Uses and maintains an efficient information management system</p>
Service & Organisation Development and Quality Improvement	<ul style="list-style-type: none"> • Work in accordance with all relevant MRH policies, procedures, guidelines and systems • Monitor OH&S issues and accurately document or report identified and/or potential areas of concern • Identify potential improvements and report them via the organisational continuous improvement system • Participate in various MRH organisational development and quality improvement processes, including staff appraisals, auditing, review of policies, procedures and protocols • Participate and provide support in accreditation and national standards as directed. 	<p>Ensure policies, procedures and codes are complied with at all times</p> <p>Ensure all interactions are undertaken in accordance with the behaviours set, as outlined in the Code of Conduct</p>
Organisation Related Responsibilities	<ul style="list-style-type: none"> • Understand and adhere to MRH/Benetas Code of Conduct • Attend and actively participate in supervision with line manager • Attend and actively participate in staff meetings • Attend and actively participate in team case conference • Understand and meet required workload targets • Undertake administrative tasks to ensure smooth operation of the department • Raise the profile of MRH within the community through health promotional activities and media advertising/editorials and networking with other organisations • Promote and support a bullying and harassment free team environment in accordance with the principles and obligations of Equal Employment Opportunity 	<p>Ensure code of conduct; policies procedures are complied with at all times</p> <p>Completion of administrative duties to ensure consumers receive timely and sufficient service delivery</p>

Information Management	<ul style="list-style-type: none"> • All documentation will be on organisation controlled (MRH) paperwork where applicable and include your name, designation, time and date • Provide accurate, objective documentation of planned programs, implementation and evaluation • Maintain timely and accurate statistical records in accordance with MRH policy • Maintain client files according to the policies and procedures of the centre • All information obtained in the course of your employment will remain confidential and private. This includes both client/resident and MRH information. This does not cease on the completion of your employment with MRH 	
Professional Standards & Development	<ul style="list-style-type: none"> • Attend mandatory education sessions • Attend education sessions in identified areas of need or interest as per professional development plan. • Prepare and provide in-service education to assist in the professional development of other staff. • Participate in the appraisal process • To conduct effective and ethical practice in accordance with professional standards and values • Commit to promotion of and maintaining best practice • Ensure organizational, staff and client confidentiality is maintained at all times 	<p>Participate in professional development and continually reflect on practice</p> <p>Actively participate in monthly supervision</p>
Other	<ul style="list-style-type: none"> • Other tasks and responsibilities relevant to the role as requested 	

Selection Criteria

Qualifications	
<ul style="list-style-type: none"> • A qualification in a relevant field, or working towards e.g. Allied Health or other relevant health qualification; or • A certificate III or IV in Allied Health Assistance • Current Drivers Licence • Working with Children Check • Police Check 	
Skills and Knowledge	Interpersonal Attributes

Qualifications	
<ul style="list-style-type: none"> • Demonstrated experience in program planning, development, implementing and evaluation • Demonstrated analytical, written & verbal skills (English) • Demonstrated knowledge of & commitment to continuous improvement • Intermediate level computer skills • Demonstrated strong interest in allied health for older persons • Skills in the assessment of client's strengths and abilities and the ability to match these to activity and role development. <p>Desirable</p> <ul style="list-style-type: none"> • Intermediate to advanced computer skills • Experience in working with aged care, child development and or disabilities • Knowledge of local and regional services and groups 	<ul style="list-style-type: none"> • Demonstrated initiative & ability to work unsupervised • Well-developed interpersonal and communication skills • Experience & ability to work as part of a multidisciplinary team • Excellent time management and ability to prioritize in a flexible and adaptable way

Core Behaviours Applicable To All Employees

Key Result Areas	Key Tasks/ Behaviours
Living our values in the way we behave and interact with others	<p>Respect - Takes time to understand and value each person and respects their choices</p> <p>Community - Builds strong relationships amongst stakeholders by working together in an open, involving way</p> <p>Spirit - Builds a positive energetic culture dedicated to creating fulfilling life experiences for older people</p> <p>Responsibility - Acts with integrity toward our clients, their families and carers and the broader community</p>
Leadership and Team	<ul style="list-style-type: none"> • Leads by example • Maintains a positive approach that promotes confidence in those around them • Is open to feedback • Achieves agreed work goals • Builds and maintains effective relationships with clients, families and colleagues and operates in line with the Customer Experience Vision and Principles
Health, Safety and Environment	<ul style="list-style-type: none"> • Displays responsibility for self, team and environment • Demonstrates positive approach to own safety and safety of others • Achieves agreed work goals relevant to health, safety and environment
Continuous Improvement: Quality and Sustainability	<ul style="list-style-type: none"> • Responds to the needs of customers and the changing environment in which our services operates • Understands and delivers responsibilities in line with the Risk, Quality and Clinical Governance Frameworks • Takes initiative in making improvements to work processes • Actively seeks new ideas and improvement

	<ul style="list-style-type: none"> • Demonstrate evidence of continual improvement activities • Strives for best practice • Embraces and adapts to change
Professional and Personal Development	<ul style="list-style-type: none"> • Takes responsibility for driving own professional development, expertise and personal development • Completes all relevant on and off-the-job learning experiences

Evidence of the Right to Work in Australia

All MRH/Benetas employees must provide evidence of their valid working rights. Appropriate evidence includes an Australian/ New Zealand birth certificate or passport, Citizenship certificate, Permanent residency certificate or an International passport with evidence of a valid working visa. All visas are subject to a Visa Entitlement Verification Online (VEVO) check.

Police Check

All MRH/Benetas appointments are subject to a satisfactory police check, and a statutory declaration for those people who have lived overseas over the age of 16 for more than 12 months.

Worker Screening Checks

As per Federal Government Legislation, all Benetas employees working at Residential Aged Care homes and risk assessed roles in Support Office are required to undertake a National Disability Insurance Scheme (NDIS) Worker Screening Check in place of the Police Check requirements.

Influenza Vaccination

All Benetas roles are subject to obtaining and maintaining annual influenza vaccinations. Evidence must be provided as a condition of employment.