

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Allied Health Assistant
Position Number:	Generic
Classification:	Health Services Officer Level 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South and Hospitals North/North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Relevant Department Manager
Effective Date:	April 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Working with Children Registration (where applicable and as determined by individual position requirements)</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Certificate IV in Health Service Assistance (Allied Health Assistance) or equivalent qualification</p> <p>Tertiary student of a relevant and approved allied health course of study at a recognised tertiary institution</p> <p>Current Driver's Licence</p>
Position Features:	<p>Regular weekend work may be required</p> <p>Some intrastate travel may be required</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Assist the daily functioning of allied health professional services throughout the Agency.

Undertake tasks, under the supervision and delegation of allied health professionals, including preparation of equipment for use in treatment and other related tasks.

Duties:

1. Assist in the planning and implementation of treatment programs for referred patients under the supervision and delegation of an allied health professional, as well as, the evaluation of patient progress, communication of treatment outcomes to the allied health professional staff, and where necessary, documentation in the patient's medical progress notes.
2. Assist allied health professionals and other therapy assistants with preparation for, and treatment of, patients including transportation of patients to and from treatment areas and in the provision of home assessments as required.
3. Construct, repair or adapt patient aides as directed by allied health professional staff.
4. Provide basic reception, administrative and clerical support to the allied health department as and when required. This support includes data entry, recording of statistics, word processing, filing, photocopying, managing correspondence and referrals, booking appointments, retrieving and tracking medical records and ordering and maintaining consumable stores.
5. Prepare and maintain the therapy environment including cleaning of equipment and managing loan stocks, ensuring that optimal physical condition is always maintained and report any damage or faults to allied health professional staff.
6. Participate and contribute to staff meetings, ongoing education, performance development agreements, and the orientation of new staff.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Works under the general direction from the relevant Department Manager/s with respect to policy and procedural matters and under the general supervision from allied health professional staff and therapists with respect to day to day duties.
- Exercise initiative and independent judgement in undertaking tasks under the supervision and delegation of allied health professionals.
- Responsible for the quality of own work and assist with the orientation and/or skill development of other staff as required.
- Responsible for patient safety during treatment including recognition of changes in the patient's condition and reporting those observations to relevant staff.

- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Provide labour in an efficient, effective and safe manner.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Ability to demonstrate appropriate skills and competencies for an allied health assistant within a hospital or community health setting.
2. Ability to exercise initiative, independent judgement and flexibility, and carry out safe working practices whilst working within a multidisciplinary team.
3. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish a rapport with a wide range of people including people with a disability.
4. Demonstrated information technology literacy including the ability to use office equipment and software such as word processing and database applications, or the ability to acquire same.
5. Good time management skills and the ability to organise daily workload.
6. Ability to apply safe manual handling techniques and infection prevention and control measures relevant to the role.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).