



POSITION DESCRIPTION

Position Title:	Allied Health Assistant/Assistant in Nursing
Department:	Transitional Aged Care
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, respectful, compassionate, bold

Classification:	Allied Health Assistant - Technical Assistant OR Assistant in Nursing
Vaccination risk category:	A
Award:	AHA: Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016 or AIN: War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status:	Permanent full time
Hours:	38 hours per week (Monday to Friday: 8.00am-4.30pm)

Position reports to:	Transitional Aged Care Manager
Position Supervises:	Nil
Key relationships:	Transitional Aged Care Team

POSITION PURPOSE

The Transitional Aged Care Program based at War Memorial Hospital provides time limited, multidisciplinary support and low level therapy to both residential and community clients.

The Allied Health Assistant/Assistant in Nursing (AHA/AIN) works in the Transitional Aged Care Program (TACP) which provides a package of services for up to 12 weeks for clients over the age of 60 years who after admission to hospital, meet a set criteria for a home-based aged care package and who may have the potential to manage at home with rehabilitation and support services.

War Memorial Hospital
ABN 78722 539 923
125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

POSITION OBJECTIVES

- This role engages directly in the provision of care, which assists the TACP clients with personal and domestic activities of daily living, function and mobility tasks, community access and client transport and be supervised by members of the multi-disciplinary TACP team.
 - The AHA/AIN role also works within a multidisciplinary team to provide therapeutic intervention and support to aged clients delivered in their homes following a period of sub-acute hospital care. The purpose of this intervention is to improve their physical function, avoid further hospital presentations and to maintain daily living skills, in accordance with the restorative goal ethos. Intervention should improve the client's capacity to maintain or regain independent living, reducing the burden of care for carers and delaying the need for residential care.
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KEY RESPONSIBILITIES

Financial management & awareness:

- Awareness that staff must work within the parameters of the allocated resources for TACP
- Demonstrates compliance with local and Ministry of Health cash handling processes

Operational processes:

- Allocated and supervised appropriate tasks by the TACP clinicians with overall workload monitored by the TACP Manager
- Undertaking personal care tasks in the home as outlined by the care plan, e.g. support with showering /dressing, in line with the restorative goal ethos of TACP
- Providing appropriate support with domestic assistance, e.g. light housework / meal preparation, in line with the restorative goal ethos of TACP
- Transporting and accompanying clients to appointments and community access visits in your own car unless other arrangements are made such as Taxi or Fleet car e.g. appointments / shopping
- Providing therapeutic support and care in the community, e.g. mobilising a client following physiotherapy intervention, or provision of equipment as directed by the Occupational Therapist
- Communicating effectively with the client, family/carer and all members of the team about matters relating to the care and safety of the client
- Work as part of a multidisciplinary team with Nurses and other Allied Health professionals
- Attend case conferences and contribute to client progress feedback
- This role is employed and based substantively within the War Memorial Hospital TAC service, reporting through to the TAC Manager role. Instances of short term redeployment can occur in accordance with the operational needs of the Hospital.
- Any other tasks as deemed appropriate by the Transitional Aged Care Manager

Client management & engagement (internal & external stakeholders):

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders
- Display effective communication and interpersonal skills to support the provision of high quality clinical care
- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Demonstrate a commitment to assuring high standards and strive for a client centered service based on rehabilitation principles
- Awareness of professional boundaries and accountabilities to the team and issues escalated to the Manager
- Be accountable for the budget as directed by the TACP Manager

People management & teamwork:

- Create and maintain effective working relationships with the members of the Transitional Aged Care Team and across War Memorial Hospital and Uniting
 - Demonstrate effective team and leadership skills including the ability to work as a member of a multi-disciplinary team
 - Demonstrates self-awareness of own strengths and areas for development
 - Actively engage and participate in the Uniting performance management framework and review processes
 - Appropriate escalation of issues to supervising clinicians or TACP Manager as required
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KEY PERFORMANCE INDICATORS**Financial management & awareness:**

- Support the TAC community & residential teams in efficient and effective departmental service delivery mindful of resources
- Aware of processes and policies pertaining to financial matters relevant to the TAC team
- Adheres to cash handling and petty cash processes within the TAC department, minimising where possible
- Awareness of parameters of working within a budget and working within agreed resources

Operational processes:

- Providing direct personal and domestic care to TACP clients as required in supporting and enabling TACP clients, as per the care plan drawn up by the TACP nurse and allied health multi-disciplinary team
- Transporting and supporting clients to and from appointments
- Provision of direct support to allied health and nursing professionals within the TAC team in delivering therapeutic interventions
- Collecting and submitting statistical data
- Provision of equipment as directed by Occupational Therapist and Physiotherapist
- Complying with all relevant policies, procedures and guidelines
- Maintain an appropriate caseload and effective use of time and resources
- Appropriate documentation in electronic notes and progress notes
- Comply with local business rules for the accurate and timely entry of information into the database
- Engage in ongoing professional IT skills development
- To comply with safe driving practices at all times

Client management & engagement (internal & external stakeholders):

- Display awareness and appreciation of the clients and the ability to empathise with and treat others with dignity and respect
- Display effective communication and interpersonal skills
- Attendance at team meetings and case conferences
- Evidence of advocacy for clients and carers with other service providers
- Information from client and carer stories are utilised for professional purpose
- Appropriate documentation in electronic notes and progress notes

People management & teamwork:

- To collaborate on therapeutic interventions as directed by the TACP multi-disciplinary team
- Commitment to ongoing professional and personal development
- Ongoing participation in clinical supervision
- Attends weekly case conference and participates in providing updates on client care
- Attending staff meetings, and other meetings as appropriate

- To engage in the provision of appropriate clinical handover
- To participate in departmental quality and research projects

Work Health Safety and Welfare Requirements:

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
 - Evidence of training in relation to clinical service provision and policies and procedures
 - 100% compliance with mandatory training requirements
 - Incident and complaint response and turnaround times are within requirements
 - Escalation of issues identified in relation to resources and unit performance
 - Evidence that complaint causes are used to remodel service delivery
 - Evidence of Quality Improvement outcomes
 - Risk assessments are undertaken and documented
 - Reporting of incidents related to WHS, infection control and sterilisation issues
 - Monitoring of locally agreed Key Performance indicators
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PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- Minimum 2 years demonstrated experience working within an aged care, rehabilitation or exercise setting
- Demonstrated experience in providing physical care to people in the community setting
- Proven interpersonal, written and verbal communication skills with the ability to communicate across all levels with internal and external stakeholders
- Demonstrated ability to be self-directed and work with minimum supervision, to organise work priorities and manage time effectively
- Demonstrated computer literacy including ability to use the MS Office suite of programs and eMR
- Current NSW Drivers licence and own reliable and fully insured car
- Commitment to working within the Uniting Inspired Care values

Qualifications:

- Certificate IV in Allied Health Assistance or Certificate III in Aged Care or Rehabilitation Nursing or equivalent

Employee		Managers Name:	
Name:		Title	
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: AHA/AIN
 Department: Transitional Aged Care
 Assessor: Helen Tassell
 Date of Assessment review: Jan 2023

Service/Unit: War Memorial Hospital
 Manager / Supervisor: TACP Manager
 Date of Assessment: Jan 2022

Definitions:

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional – activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sitting	Remaining in a seated position to perform tasks		X				
	Standing	Remaining standing without moving about to perform tasks			x			
	Walking	Floor type: even/uneven/slippery, indoors/outdoors, slopes			x			
	Running	Floor type: even/uneven/slippery, indoors/outdoors, slopes						x
	Bend/ Lean Forward from Waist	Forward bending from the waist to perform tasks		x				
	Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	x					
	Kneeling	Remaining in a kneeling posture to perform tasks		x				
	Squatting/ Crouching	Adopting a squatting or crouching posture to perform tasks		x				
	Crawling	Moving by crawling on knees & hands to perform tasks						x
	Leg/ Foot Movement	Use of leg and or foot to operate machinery		x				
	Climbing (stairs/ladders)	Ascend/ descend stairs, ladders, steps, scaffolding		x				
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg			x			
		Moderate lifting & carrying – 10 – 15kg		x				
		Heavy lifting & carrying – 16kg and above						x
	Reaching	Arms fully extended forward or raised above shoulder	x					
	Pushing/ Pulling/ Restraining	Using force to hold/restrain or move objects toward or away from body		x				
	Head/ Neck Postures	Holding head in a position other than neutral (facing forward)			x			
	Hand/ Arm Movements	Repetitive movements of hands & arms			x			
	Grasping/ Fine Manipulation	Gripping, holding, clasping with fingers or hands	x					
	Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work	x					
	Driving	Operating any motor powered vehicle			x			

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sight	Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				x		
	Hearing	Use of hearing is an integral part of work performance e.g. telephone enquiries				x		
	Smell	Use of smell is an integral part of work performance e.g. working with chemicals				X		

	Taste Use of taste is an integral part of work performance e.g. food preparation	x					
	Touch Use of touch is an integral part of work performance				x		

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations	x					
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		x				
	Unpredictable people e.g. dementia, mental illness and head injuries		x				
	Restraining Involvement in physical containment of patients/clients						x
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	x					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	x					
	Gases Working with explosive or flammable gases requiring precautionary measures						x
	Fumes Exposure to noxious or toxic fumes						x
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						x
	Hazardous substances e.g. dry chemicals, glues						x
	Noise Environmental/background noise necessitates people to raise their voice to be heard	x					
	Inadequate lighting Risk of trips, falls or eyestrain		x				
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight		x				
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C		x				
	Confined spaces Areas where only one egress (escape route) exists						x
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground		x				
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls			x			
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks	x					
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases	x					

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: **Date:**/...../20....