DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Allied Health Assistant |
| **Position Number:** | 523841, 530305 |
| **Classification:** | Health Services Officer Level 5 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals South – Speech Pathology |
| **Position Type:** | Permanent, Full Time/Part Time |
| **Location:** | South |
| **Reports to:** | Discipline Lead Speech Pathology Services |
| **Effective Date:** | March 2019 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Experience working as an Allied Health Assistant in a Speech Pathology setting.  Completion of an accredited course in Allied Health Assistance, or a commitment to attain this qualification.  Current Driver’s Licence |
| **Position Features:** | The occupant of this role may be required to work across rural and remote areas of the Agency |

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 in the provision of effective and efficient client care under supervision and assist with the day to day running of the Speech Pathology Service.

Exercise initiative and independent judgment in undertaking tasks under general supervision including assisting clinicians in the rehabilitation and/or treatment of clients, preparation of equipment for use in treatment and other related tasks.

### Duties:

1. Implement the treatment of referred clients, monitor patient progress, communicate treatment outcomes to the clinician and document in the client progress notes.
2. Assist Allied Health Professionals and other Allied Health Assistants with preparation of clinical areas and treatment of clients including the provision of home assessments, programs and equipment as required.
3. Assist with the organisation of targeted health promotion initiatives with Community Allied Health Services and other local health service providers.
4. Provide efficient and effective administrative and clerical support to the Allied Health Professionals by maintaining and updating patient and statistical information. On behalf of the Allied Health Professionals, undertake a liaison with clients and service providers by providing general information in relation to services.
5. Maintain appropriate records and statistics as required.
6. Prepare and maintain the clinical environment including equipment and loan stocks, ensuring that optimal physical conditions are maintained at all times, reporting damage and faults to the supervising clinician and complying with Work Health & Safety policies to ensure a safe workplace.
7. Participate in, and contribute to, staff meetings, ongoing education, professional development, quality improvement and the orientation of new staff.
8. 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.
9. 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:

The Allied Health Assistant will work under general direction from the Discipline Lead Speech Pathology Services, with respect to policy and procedural matters. The occupant will:

* Be responsible for the quality of own work and expected to work with minimal supervision, with direction (direct and indirect) from the Discipline Lead and the supervising clinician.
* Support and assistance in the delivery of speech pathology treatment programs.
* Provide assistance to other Allied Health Professionals as required.
* Be responsible for client safety during treatment including recognition of changes in client’s condition and reporting those observations to the supervising clinician.
* Exercise reasonable care in the performance of duties consistent with the relevant WH&S legislation.
* Participate in regular performance reviews with the Discipline Lead Speech Pathology Service.
* 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Ability to exercise initiative, independent judgement and flexibility, and carry out safe working practices whilst working under direction of multiple allied health professionals.
2. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish rapport with a wide range of people, including people with a disability or acute/chronic illness.
3. Demonstrated ability to use computer database and word processing systems, facsimile and photocopier, or ability to acquire same.
4. Good time management skills and the ability to organise daily workload.
5. Demonstrate ability to undertake ongoing education including in-services, Vocational Educational Training (VET) and inter-professional learning.

### 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 | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).