

## *Supporting Everyone to be healthy and live well*

### **PURPOSE OF THE ROLE**

The Subacute AHA assists health professionals to deliver goal based, patient centered care to patients on the ward and in the community.

Care is provided under the direction of a health professional within the multidisciplinary subacute team, including physiotherapy, occupational therapy, speech therapy, dietetics and social work. The role involves completing a variety of direct and indirect clinical and administrative tasks.

Duties may include and are not restricted to assisting patients to complete exercises and speech programs, assisting patients in performing activities of daily living, assisting to facilitate groups, delivery and set-up of equipment to a consumer's home, maintaining and cleaning of work equipment and areas. This will include weekend and public holiday work, as part of a rotating roster.

<b>Position Details</b>	
Position Title:	Allied Health Assistant
Department	Subacute
Reports to:	Subacute Allied Health Clinical Lead
Positions Reporting to this role:	Nil
FTE:	Up to 0.8FTE
Budget:	Core Funding
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2021-2025
Position Classification:	Allied Health Assistant
Position Description last reviewed:	June 2024

<b>Selection Criteria</b>
<b>Essential:</b>
Qualifications: Relevant qualification in Allied Health Assistance, e.g. Certificate 111 or 1V in Allied Health Assistance, or equivalent or/be working towards the same
Demonstrated experience in providing client therapy interventions, both individually and in groups, under the guidance of Allied Health professionals, ensuring alignment with patient goals
Excellent communication skills, fostering effective interactions with patients, families, and colleagues. Able to collaborate with health professionals to ensure patient safety and therapy needs are met
Clinically assessing and evaluating patient status, monitoring progress and assisting other team members to ensure individual client goals and objectives are met in a timely manner
Proven organisational skills, able to prioritise tasks, manage diverse workloads, and consistently follow through with responsibilities.

As a member of the subacute multidisciplinary team, ensuring the delivery of best practice, collaboration and inclusivity is upheld

Current Australian Driver's License

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time

## Desirable:

Previous experience working in a multidisciplinary team

Previous experience working in a subacute setting

## Key Accountabilities

Able to work effectively both within a multidisciplinary team and independently, ensuring high-quality service delivery.

Implement therapy programs in a safe and timely manner, clearly document progress and feedback to appropriate Allied Health Professionals when required

Participate in multidisciplinary meetings when required, advocating for patient care needs, and the capacity for AHAs to meet requested therapy sessions

To be able to prioritise work-loads across subacute bed cards, including at home programs

Computer literacy, including data entry for programs and person statistics

Demonstrated commitment to maintaining safe, clean and effective work areas.

Proven organizational skills with an ability to prioritise and manage a diverse workload.

Demonstrated commitment to ongoing professional development.

Providing support or rotating across various Community Services departments as needed in the capacity of an AHA.

## Organisational Responsibilities

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements

Carry out all work and interactions in alignment with the CARE values

Report all incidents and near misses as soon as possible after the event

Participate in risk management activities and assist with identification and control of risks within their department or area of work

Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

## CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:




### Collaboration






Works with a team focus


Cooperates with others and gains input and support to assist in achieving objectives

We work with others to achieve shared goals

<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships	
Internal	External
Subacute Allied Health, nursing, medical and administrative staff	Community Groups
Community Service Staff	Equipment suppliers
	Other Health Services

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose	✓			
	Turns challenges into opportunities	✓			
	Communicates effectively	✓			
	Builds relationships	✓			
	Works collaboratively	✓			
<b>Accountability</b> 	Acts with integrity	✓			
	Demonstrates accountability	✓			
	Drives accountability	✓			
	Manages self	✓			
	Promotes innovation	✓			
<b>Respect</b> 	Accessible communicator	✓			
	Values difference	✓			
	Consistently articulates direction	✓			
	Empowers others	✓			
	Respectfully influences	✓			
<b>Excellence</b>	Delivers results	✓			
	Plans and prioritises	✓			
	Thinks and solves problems	✓			

	Consumer focus	✓			
	Innovation change leader	✓			

**TERMS & CONDITIONS OF EMPLOYMENT:**

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File