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| POSITION INFORMATION | |
| **Position Title:** | Paediatric Allied Health Assistant Grade 2 |
| **Position Term:** | Fixed term 8 months |
| **Hours:** | 19 hours over 3 days (Tues/Wed/Thurs) |
| **Award:** | Health Professional Services Award |
| **Location:** | The Service currently has sites at Belgrave, Healesville and Lilydale. This position will primarily be based at Lilydale but will also be rostered to Belgrave and may also work at other sites in the community. |
| **Team:** | Primary Care |
| **Reports To:** | Clinical Operations Manager, (Counselling and Children’s services)  Supervised by Grade 3 Allied Health Assistant |
| **Date:** | July 2019 |

About Inspiro

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

**Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

**Our Values:**

*Friendly:*we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:*We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:*we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

**Position Summary**

The position of Allied Health Assistant aims to provide assistance to a variety of qualified Allied Health Professionals in the delivery of individual, group and community-based services. The position aims to provide high quality, safe, client centred, evidence-based health services that empower individuals and meet current professional best practice standards.

**Position responsiblities**

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To achieve this, this role will work co-operatively within a team of dedicated professionals, to provide high quality, comprehensive and multi-disciplinary health services.

**Clinical Service Delivery**

**Occupational Therapy and Speech Pathology**

* Assist health professionals in a range of individual and group provision services that address social skills, play skills, fine and gross motor skills, sensory regulation, speech and language, behaviour, and parenting.
* Develop and facilitate small group sessions for paediatric speech pathology and occupational therapy clients who require targeted intervention for support with development of social skills and play skills.
* Provide support services within the community and clinical setting, or on a domiciliary basis, as determined by qualified health professionals, including provision of follow up and review appointments, preschool observation assessments, and preschool follow-up and review services.
* Ensure that equipment and facilities are safely utilised and maintained in good repair.
* Assist health professionals in a range of program and resource development activities, including the development of visual schedules, social stories and client handouts.
* Complete all administrative tasks as appropriate for service provision, including: statistics, group records, client registration, completion of client record notes as appropriate, assistance with the scheduling of therapy appointments (where required)
* Support the Paediatric team in the development and facilitation of group programs (such as School Transition and Readiness Skills STARS group, EDVOS Little Joeys playgroup, and Speech and Occupational Therapy SPOT groups) including physical set-up and pack-up, session planning, preparation, co-facilitation, and administrative tasks including pre and post group evaluation, feedback, scanning and associated correspondence.
* Contribute to and participate in Paediatric health education and health promotion activities of the Service, including preschool screening, and preschool and parent education.
* Plan, participate in and evaluate paediatric multi-disciplinary program team initiatives, where appropriate using QIPPS
* Participate in agency case planning and review activities including accreditation activity to promote service quality and continuity.
* Participate in team and service planning, policy development, in-service training and other project activities as negotiated.
* Participate in team meetings and complete agreed tasks.
* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.
* Be committed to ongoing professional development and to keep up to date with developments and trends within Community Health.
* Participate in Inspiro continual quality improvement program including the development of new practice models and community development approaches.
* Support and value diversity at all levels within the organisation and in all services that we provide by being respectful and appreciating individuals' emotional, intellectual physical, spiritual and experiential differences and uniqueness.
* Other duties included within the annual workplan or as directed by the team leader or service manager.

**Administrative tasks**

* Complete all administrative tasks as appropriate for service provision, including statistics, group records, client registration and processing of fee/group fee payments, completion of client record notes as appropriate and assistance with the scheduling of therapy appointments.
* If required, assist with the phone monitoring and support of clients on clinical waiting lists including review of any changes in health circumstances.
* Other duties as required

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning, health promotion activities, policy development and other project activities as required.
* Participate in Inspiro’s continual quality improvement program including the development of new practice models and community development approaches.
* Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with developments and trends within Community Health.
* Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro’s commitment to cultural diversity and inclusiveness
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.

**Occupational Health and Safety**

* Comply with best practice infection control guidelines.
* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.

**Performance objectives and indicators**

**Performance Targets**

* Achievement of 6 billable hours per day

**Practice Framework**

* Compliance with Inspiro allied health service models and practice frameworks
* Compliance with credentialing and accreditation requirements
* Compliance with Inspiro policy and procedures
* Compliance with documentation and data reporting requirements
* Compliance with file audits and peer review

**Quality Improvement and Evaluation**

* Evidence of participation in quality improvement activities
* Evidence of participation in professional development activities relevant to the position
* Review programs and groups annually

Performance objectives and indicators will be discussed with your manager and a workplan developed.

**Key selection criteria**

**Required:**

* Tertiary training in a recognised course e.g. Allied Health Assistant Certificate IV
* Current Full Victorian Driver’s License and ability to drive a range of vehicles.
* Current Working with Children’s Check valid for employment purposes.
* Demonstrated ability and experience working in a team.
* Experience in working with children
* Well-developed communication and interpersonal skills.
* Experience in group work.
* Ability to research and order prescribed equipment option and supplies under direction of AHPs.
* Demonstrated ability to contribute to planning, implementation and evaluation of activities and programs.
* Demonstrated IT skills including the ability to use electronic client record systems, Excel, Word.
* Experience in fitting and installing aids and equipment aids used by AHPs
* Understanding of infection control procedures with aids and equipment.

**Preferred:**

* A wide knowledge of community health programs and activities.
* Current First aid certificate.
* Demonstrated experience in working with volunteers.
* Food handling course

**AcknowledGEment**

Employment is subject to a police check. Persons who have worked overseas may be required to obtain an international police check.

I acknowledge and agree with the above position description.

Signed:

Employee Name:

Date: