



Position Description

Position Title	Allied Health Assistant
Directorate	Community Services, Mental Health and Wellbeing
Reports to	Team Leader Allied Health
Date of Job Description	4/10/2021
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full-Time Ongoing, Subject to Funding
Salary	This position is classified as Band 3 – Casework Assistant with a salary range of \$57,572 - \$67,041, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives

The Allied Health Assistant (AHA) works as part of a multi-disciplinary team to support the delivery of Allied Health services to the community. The two levels of AHA are defined as follows:

- Level 1 AHA: Allied health assistant working under the delegation of and direct supervision at all times of a therapist.
- Level 2 AHA: Allied health assistant working under the delegation and supervision of a therapist, where the therapist is satisfied that the allied health assistant is able to work independently without direct supervision at all times.

Key Responsibilities & Duties	Performance Expectations
Clinical Care.	<p>Implement therapy and lifestyle programs to individual clients under the supervision of the relevant Allied Health Therapist.</p> <p>Provide In home therapy under the direction of the relevant Allied Health Therapist.</p> <p>Adapt activities to client's level of function under the guidance of the relevant Allied Health Therapist.</p> <p>Address physical and psychological needs and provide opportunities for meaningful engagement for clients living at home.</p> <p>Prepare work areas, equipment and materials as required.</p> <p>Manage an appropriate case load reflective of a competent level of experience.</p> <p>Understanding of therapeutic care as part of the National Disability Insurance Scheme (NDIS).</p>
Collaboration, communication and teamwork.	<p>Clear and effective verbal and written communication with clients, families, team members and stakeholders.</p> <p>Working collaboratively and in partnership with clients, family and carers to ensure their therapeutic needs and best interests are met.</p> <p>Effective communicate and collaboration skills to work effectively with team members, internal and external therapists, peers, stakeholders and community members to ensure the therapeutic needs and best interests of clients.</p> <p>Work effectively as part of a team as well as an individual.</p>
Record management and technology.	<p>Well-developed literacy and numeracy skills with a strong attention to detail.</p> <p>Knowledge and confidence in the use of technology/devices/computer applications that are intended for therapy benefits (e.g. Microsoft Office, Wii, iPad and apps etc).</p> <p>Complete and maintain accurate and timely documentation and records on relevant Agency client management systems and data bases.</p>
Professional Competence and Development.	<p>Maintain contemporary knowledge, skills and evidence-based practice through participation in professional development and self-directed, lifelong learning.</p> <p>Participate in research activities as required.</p>

	<p>Actively engage with and participate in activities within the Agency's Performance Management Framework.</p> <p>Participate in regular supervision in accordance with the Agency's Supervision Policy.</p>
Quality, Risk and Safety.	<p>Adhere to Mallee Family Care's Code of Conduct and relevant policies, procedures and practice guidelines.</p> <p>Understand and remain contemporary/compliant with the NDIS National Safety and Quality Standards in relation to the requirements to practice as a therapy assistant (AHA) in the NDIS.</p> <p>Take appropriate actions to report and remedy safety hazards and resultant risks to ensure a safe and healthy work environment.</p> <p>Complete quarterly compulsory e3Learning courses.</p>
Other duties as may reasonably be required.	Undertaking other reasonable duties as required by you direct line manager.

Qualifications and Experience:

- Certificate III or IV in Allied Health Assistant.
- Previous experience in Allied Health and / or Community Health related sector.
- Current basic First Aid Certificate, or willingness to obtain one.
- A current driver's licence and a willingness to travel and preparedness to be accommodated overnight when required.

Key Selection Criteria:

Applicants are invited to submit their applications addressing the following selection criteria:

- An understanding of client centred therapeutic care and community health principles.
- Understanding of the NDIS.
- Excellent communication, time management and interpersonal skills.
- An ability to relate comfortably to a wide range of clients.
- Ability to work independently and as part of a multi-disciplinary team.
- Ability and preparedness to develop the Allied Health Assistant role.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, and Director Client Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after one years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment

Applications addressing the Key Selection Criteria outlined in this position description should be addressed to:

Attention: Maree Fullgrabe

Mailed to PO Box 1870, Mildura 3502

Hand delivered to 122 Ninth Street Mildura 3500

Emailed to mfullgrabe@malleefamilycare.com.au

Closing date for applications: This position will remain open until filled