

# Allied Health Assistant

<b>position number</b>	P3921
<b>status</b>	Full Time, on-going (FT)
<b>network</b>	Services
<b>agreement</b>	Victorian Stand-Alone Community Health Services (Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022
<b>classification</b>	Allied Health Assistant Grade 3
<b>reports to</b>	Program Facilitator - Allied Health Central

<b>about us</b>	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, and northern and western suburbs.
<b>what we do</b>	Our work aims to improve the health and wellbeing of our communities and address health and social inequality.
<b>our organisation</b>	cohealth is a community health organisation with an ambitious strategic plan. Our mission is to improve health and wellbeing for all and tackle inequality, in partnership with people and the communities they live in.
<b>our people</b>	People who work at cohealth are committed to designing and delivering high quality health care and promoting and protecting human rights.
<b>diversity and inclusion</b>	We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click <a href="#">here</a>

## network overview

### Services Network

The Services Network is responsible for delivering a wide range of health and social support services in Melbourne's CBD, and northern and western suburbs.

## position overview and purpose

The Allied health Assistant at cohealth works in close collaboration with Allied Health professionals within a multidisciplinary team to provide holistic, client centred and coordinated healthcare. The Allied Health Assistant is responsible for quality community-based services to individuals and groups within our community. This position will work closely with our Physiotherapy, Exercise Physiology, Podiatry and Occupational Therapy programs and with the wider multidisciplinary team.

Client care is provided utilising appropriate evidenced based interventions. This includes a focus on educating and empowering clients to adopt self-management strategies to improve their health which is underpinned by health literacy principles. Allied Health Assistants will receive line-management from the Program Facilitator but will also have a designated support supervisor within each of the disciplines in which they undertake work.

## key accountabilities

### Direct Care Services

- Provide home and centre-based appointments for clients with a wide range of medical conditions, disabilities, older people and their carers.
- Provide high quality Allied Health Assistant service to individual clients and groups of clients in accordance with agreed targets and funding streams.
- In collaboration with our Physiotherapists and Exercise Physiologists provide safe and effective land based and water-based exercise programs relevant for chronic pain, falls and general needs using a continuous quality improvement approach.
- Liaison with external organisations for comprehensive and effective follow-up for consumers and their carers.
- Provide a welcoming environment where the consumers are able to inquire and learn about a range of health-related matters and engage in self-management.
- Participate in multidisciplinary coordinated care activities to meet the needs of the target group.
- Provide a high quality and flexible Allied Health Assistant service to clients from marginalised backgrounds in consultation with allied health professionals.

	<ul style="list-style-type: none"> <li>• Develop, review and evaluate Allied Health Assistant direct care programs.</li> <li>• Perform other duties consistent with the aims and objectives of cohealth as directed by the program coordinator.</li> <li>• Supervise AHA students on placement as required</li> </ul>
<b>Health Education and Promotion</b>	<ul style="list-style-type: none"> <li>• Contribute to and participate in health education and promotion programs aimed at maximising good health and preventing illness in accordance with program development and evaluation strategies in response to community needs.</li> <li>• Liaise with Health Professionals and Multidisciplinary Teams as appropriate.</li> <li>• Act as an advocate for individual clients/groups of clients as appropriate.</li> <li>• Establish and maintain effective working relationships with stakeholders and regularly participate in team and organisational activities.</li> </ul>
<b>Administrative Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain and complete client files and statistical/program records in keeping with the organisation's policy and funding requirements.</li> <li>• Have appropriate knowledge of the funding agreements underpinning their role and be accountable to meeting those requirements.</li> <li>• Monitor and order educational materials, literature and gym/clinic supplies</li> </ul>
<b>Team and Policy Development</b>	<ul style="list-style-type: none"> <li>• Participate in multidisciplinary team and discipline team meetings.</li> <li>• Develop and deliver appropriate health strategies and information for clients.</li> <li>• Participate in the planning, development and evaluation of group programs and Multidisciplinary Team services.</li> <li>• Professional conduct in the execution of all duties by regulating own behaviour and understanding organisational structure and culture.</li> <li>• Establish and maintain effective working relationships with stakeholders and regularly participate in team and organisational activities.</li> <li>• In addition, the Allied Health Assistant roles are flexible and may involve service delivery over a number of sites and work within a number of disciplines. The role may also change depending on the needs of our clients and community.</li> </ul>
<b>training and development</b>	<ul style="list-style-type: none"> <li>• Champion cohealth's preferred culture to meet cohealth's corporate objectives and to promote team work, employee</li> </ul>

	<p>development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's corporate values.</p> <ul style="list-style-type: none"> <li>• Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers).</li> </ul>
<b>quality and continuous improvement</b>	<ul style="list-style-type: none"> <li>• Ensure safety and maintenance of equipment and supplies.</li> <li>• Adhere to cohealth's infection control policies and procedures.</li> <li>• Actively participate in professional development and supervision.</li> <li>• Participate in organisational and discipline-specific Quality Improvement activities.</li> <li>• Contribute to the principles of continuous improvement as contained in the cohealth's quality system and ensure compliance with cohealth policies/procedures.</li> <li>• Contribute to the implementation and improvement of the quality systems within cohealth, in particular the Services Network, and ensure compliance with documented procedures and processes. Report non-conformities and, where required, take the appropriate action according to the quality system procedures.</li> </ul>
<b>health &amp; safety compliance</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment.</li> <li>• Take corrective action to remedy safety hazards or risks and restore a safe working environment</li> </ul>

## position requirements

- Completion of a Certificate IV Allied Health Assistant, or other relevant qualification.
- A valid drivers license
- Working with Children's Check (WWCC)
- Participation in the NDIS worker screening checks where applicable
- Current Victoria Police Check
- Victorian Driver's License
- Immunisation Category B

## key selection criteria

- Certificate IV Allied Health Assistant, or other relevant qualification.
- Experience as Allied Health Assistant in a health setting.
- The capacity to run an effective exercise group program with people of varying skills.
- Demonstrated understanding and commitment to the principles of community health and chronic disease management.
- Experience in the delivery of community based multi-disciplinary and outreach Allied Health Assistant services and/or demonstrated experience working effectively with marginalised communities and those from culturally and linguistically diverse backgrounds.
- Capacity to engage and motivate people to make healthy life choices.
- Commitment to working collaboratively with consumers, co-workers and staff from other organisations to achieve best client outcomes.
- Experience in facilitating exercise groups and programs.
- Knowledge and skills in program planning, implementation and evaluation.
- Commitment to professional development and quality improvement.
- Highly developed communication and interpersonal skills.
- Well-developed computer skills
- Strong belief and personal alignment in cohealth Values and Mission

*cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.*

**document No:**

**owner:**

**review date:**

**approved by:**



everyone is welcome at **cohealth**

