# Allied Health Assistant Position Description Template

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| **POSITION DETAILS** | | | |
| **Position Title** | Allied Health Assistant | | |
| **Award** |  | **Classification** | Technical Assistant Grade 1 |
| **Responsible to for professional supervision** | *(Insert title of Health Professional)* | | |
| **Supervision method** | *(Insert relevant supervision method for this position)* | | |
| **Responsible to**  **for line management** | *(Insert title of Health Professional)* | | |
| **Responsible for (staff)** | This position has no staff directly reporting to it. | | |
| **PRIMARY PURPOSE OF THE POSITION** | | | |
| Provide assistance and support to the *(insert discipline*) team in the delivery of allied health services to patients/clients of the *(insert* *ward/unit/facility*), under the supervision of an allied health professional. | | | |
| **KEY ACCOUNTABILITIES** | | | |
| * Provide direct client related activities under the supervision of the delegating Allied Health Professional and in accordance with NSW Health and LHD policies and procedures, to achieve patient/client outcomes.   Please see attached *(insert specific discipline(s)and setting)*delegated patient care task list(s)   * Provide clinical support tasks under the supervision of the delegating Allied health professional.   Please see attached *(insert specific discipline(s)and setting)*clinical support task list(s)   * Undertake clinical administration tasks under the supervision of the delegating Allied health professional.   Please see attached *(insert specific discipline(s)and setting)*administrative support task list(s)   * Communicate effectively, with cultural sensitivity and confidentiality with clients. * Effective reporting of patient related communication to the supervisor and other health care team members, e.g. patient status, session performance, progress and handover. * Comply with LHD work health and safety policies and procedures including manual handling, infection control, emergency procedures, and the reporting of identified hazards. * Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patient/clients and employees. * Maintain responsibility for personal and professional development by participating in supervision, training/education activities and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients. | | | |
| **KEY CHALLENGES/PROBLEM SOLVING** | | | |
| * A busy workload and competing demands requiring the ability to organise and prioritise workload and time. * Diverse activities and key accountabilities requiring the ability to work as a member of a team across a number of allied health professionals. * Working around people who may display aggressive, distressed or unpredictable behaviour. * Maintaining professional boundaries when responding appropriately to client and family/carer expectations. | | | |
| **COMMUNICATION** | | | |
| * Communication with supervising and delegating Allied health Professional and other health care team members regarding patient/client function and status, program implementation, progress, evaluation and future direction. * Communication with patients/clients, carers and relatives, external referring organisations, GPs and suppliers. * Documentation of intervention in accordance with NSW Health and Local Health District policies and guidelines. | | | |
| **DECISION MAKING** | | | |
| The Allied Health Assistant:   * Does **not** make clinical assessment or clinical judgment in this role; however they will recognise a change in patient/client function and status and the possible impact on the planned program. * Works under the supervision and direction of the Allied Health Professional and undertakes only those tasks directly allocated and only those tasks the Allied Health Professional determines they are competent to perform. * Practices in accordance with the position description, scope of practice and supervisory contract. * Recognises and takes action in regard to the health and safety of clients and other employees.  |  | | --- | |  | | **Staffing**: Not applicable  **Budget**: Not applicable  **Financial Delegation** : Not applicable | | | | |
| **SELECTION CRITERIA** | | | |
| * Certificate IV in Allied Health Assistance/relevant qualification (see framework) or willingness to undertake this training. * Demonstrated effective interpersonal, written and verbal communication skills with the ability to communicate across all levels with internal and external stakeholders. * Demonstrated ability to work as a member of a multidisciplinary team. * Demonstrated ability to prioritise workload, meet deadlines and complete activities (including ability to work within scope of practice and seek assistance when required) as delegated by supervising Allied Health Professional. * Demonstrated computer literacy skills and knowledge of Microsoft Office and email applications. * Knowledge and understanding of Work Health and Safety legislation and principles. * Current licence to drive in NSW. *(if applicable to the position)* | | | |
| **EMPLOYMENT SCREENING CHECKS:** | | | |
| * National Criminal Record Check * Working with Children Check * Immunisation | | | |