

Allied Health Assistant

Organisation / Entity	Coastal Health
Job category:	Health - Allied Allied Health Assistant
Job location:	Regional NSW (Mid north coast)
Total remuneration package:	\$58,692 p.a. Base (+ superannuation + salary packaging options)

PRIMARY PURPOSE: Under the supervision of a qualified Allied Health Practitioner, facilitate client/patient/consumer care by providing clinical and administrative support. The Allied Health Assistant will work with a range of Allied Health disciplines.

KEY ACCOUNTABILITIES

Under the supervision of the Allied Health Professional:

- Assist the team with direct client/patient/consumer care, including assisting with routine evaluations, preparing clients/patients/consumers for treatment, and providing information regarding the service.
- Assist with assessing the client/patient/consumer's needs, which will then form the basis for suitable activity programs. Assist with preparing and delivering therapeutic activities and programs when a specific plan has been prescribed by an Allied Health Professional, being aware of background diagnosis and precautions.
- Provide assistance with administrative tasks, including word processing, telephone calls, photocopying, maintaining inventory records, monitor resource utilisation/borrowings.
- Maintain currency in educational requirements for the position and participate in regular professional practice supervision and performance management processes as required to continuously improve the level of service provided to the client/patient/consumer.
- Effective reporting (written and/or verbal) of client/patient/consumer-related information to the supervisor and other health care team members to provide key observations that may assist care planning, assessment and treatment
- Comply with all NSW Health and CCLHD policies and procedures.
- Demonstrated commitment to Caring for the Coast vision, goals and strategies, with demonstrated behaviours that align with the NSW Health CORE values and CCLHD Values and behaviours charter.
- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, comply with any reasonable instruction given to them and with any policies/procedures relating to health or safety in the workplace that are known to them, and notify their managers of any hazards/risks or incidents.

KEY CHALLENGES

- Prioritising workload to achieve all tasks on time in high-volume work areas.
- Promote a harmonious team environment within a large, diverse team of people with differing ideas, thoughts and opinions.

SELECTION CRITERIA

1. Demonstrated previous experience working in a health environment with a range of patient cohorts across inpatient, outpatient and/or community settings.
2. To manage time and organisational factors effectively and efficiently when assigned multiple tasks or working across multiple units/sites.
3. To utilise effective engagement strategies to manage patient behaviour, including variation in mood and motivation, which may impact program participation.
4. Maintain and develop effective communication within the team and the supervising Allied Health Professional.
5. Ability to prioritise workload, meet deadlines and complete activities (including the ability to work within the scope of practice and seek assistance when required) as delegated by supervising Allied Health Professional.

About You:

- Must have the necessary qualifications, such as a Certificate of Health Assistant and relevant Australian qualification or willingness to undertake this training.
- The ability and willingness to travel across sites for meetings and clinical care provision.
- Demonstrated previous experience working in a health environment with a range of patient cohorts across inpatient, outpatient and/or community settings.
- Demonstrated effective written and verbal communication skills and highly proficient computer literacy.