

## Position description

<b>Position</b>	Allied Health Assistant		
<b>Purpose</b>	To provide allied health assistance to clients, under the supervision of the Occupational Therapist and consultation with the clinical nurses, to support delivery of care for people accessing the Team Care Coordination program.		
<b>Salary Band</b>	5		
<b>Approval date</b>	9 August 2024	<b>Approved by</b>	Sharon Sweeney

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region
- An accountable, high performing organisation.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.



### **Role-specific**

- Assist Allied Health staff and Clinical Nurses with the provision of allied health services to support people to live safe and well at home. Develop resources and participate in quality improvement activities to support and promote allied health services within the team
- Assist with occupational therapy program as directed by the Occupational Therapist
- Conduct client activity groups and programs individually or in groups under direction of the Occupational Therapist
- Document activity in client medical record as appropriate to role and under direction of the Occupational Therapist
- Organise equipment for in-home trial as per Occupational Therapist recommendations
- Deliver and demonstrate use of equipment for in-home trial and adjust equipment according to specifications from the Occupational Therapist
- Provide education on the safe use of equipment in the home environment
- Complete client follow up and review as per Occupational Therapist instructions
- Assist in development and ongoing update of client resources for community education and chronic disease management

### **General**

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

## **Reporting relationships**

### **Relationships**

Reports to: Team Leader (Service Navigation and Allied Health) | Team Care Coordination

Direct reports: None

### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

## **Key selection criteria**

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### **Qualifications and experience**

- Cert IV Allied Health Assistant or equivalent AND/OR Occupational Therapy, Physiotherapy or Social Worker students are highly encouraged to apply

- Experience in working in community health settings
- High level interpersonal and written communication skills
- minimum of intermediate skills in Microsoft Word, Outlook, Excel and PowerPoint
- exemplary phone and customer service skills, including experience dealing with confidential and sensitive information in a professional manner
- knowledge of the primary healthcare industry or ability to acquire that knowledge quickly is highly desirable

### **Capabilities**

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

### **Other**

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

COVID-19 and Influenza vaccinations are strongly encouraged.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)