

# Allied Health Assistant

## Position

This position is within Disability Services. It is part of various team/s.

- This position reports to the Team Leader
- Reporting line may vary depending on location and service size
- This position does not have any direct reports  This position may have direct reports, positions vary

This position is designated Band 7 under the *Schedule of Authorities and Delegations*

- This position is a budget holder  This position has designated revenue targets
- This position is an Aboriginal & Torres Strait Islander identified position
- This position does require a working with children related clearance

## Purpose

The purpose of this position is to support Allied Health Professionals in the provision and further development of high quality therapeutic work, and to support the implementation and monitoring of client plans that enable children and adults of all ages to achieve their goals.

## Focus

### To achieve this purpose, the position holder would typically

- Under the direction of an Allied Health Professional work with a range of designated clients relating to specialisation.
- Support in the coordination of delivery of therapy services to assess, diagnose and treat children and adults with development challenges, disability or complex needs
- As directed by the Allied Health Professional support in implementation, monitoring and review of the client plan, as appropriate to the circumstances.
- In conjunction with the appointed Allied Health Professional, conduct home visits and visits to the community as required
- As directed by the Allied Health Professional support to plan, develop and co-facilitate therapeutic groups and workshops for clients and other stakeholders internal and external to the organisation relating to specialisation.
- Provide assistance with developing activities, preparing materials and making therapy resources in accordance with the Therapeutic Goods Act and other therapy related standards as requested by the therapist.
- Provide support to document and create reports on client services using technology and paper based systems in a clear, logical, understandable and timely way.
- Assist Allied Health Professionals in the preparation for interagency forums to develop an understanding of interagency relationships with a range of agencies and non-government organisations.
- Participate in ongoing professional development activities to ensure services are based on good practice principles.
- Work in accordance with the Professional Governance Framework to ensure the services and support we provide to our clients and each other are person centred, connected, effective, and safe.

**When things are going well we would expect to see these outcomes:**

**Outcomes**

- Positive, professional working relationships are developed with clients
- The team works collaboratively to ensure services are coordinated efficiently and effectively to meet the client’s goals and outcomes as identified in their NDIS plan.
- Services for clients with complex needs are well coordinated, efficient, effective and goal-focussed.

**We work collaboratively with others, however this position works close closely with:**

**Relationships**

<p>Within The Benevolent Society:</p> <ul style="list-style-type: none"> <li>• Allied Health Professionals</li> <li>• Support Coordinators</li> <li>• Multidisciplinary Team members</li> <li>• Team Leader &amp; Manager</li> </ul>	<p>Outside The Benevolent Society:</p> <ul style="list-style-type: none"> <li>• Clients</li> <li>• Families &amp; Carers</li> <li>• Local schools</li> <li>• Other health practitioners</li> <li>• Staff from other disability organisations</li> </ul>
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**To achieve the position purpose and outcomes the position holder will need to have:**

**Individual**

- Certificate III or IV in Allied Health Assistance or similar or studying towards a degree in a related field
- Previous experience working with people with disabilities and/or clients with complex needs
- Ability to communicate effectively with a range of people of different ages and differing backgrounds and cultures
- Ability to use technology based documentation systems
- Ability to create clear, understandable client records
- Ability to manage own time and competing priorities
- Ability to work flexible hours, as sometime evening and weekend work will be required

**This position may require some flexibility in terms of travel or hours of work:**

**Travel**

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to consumers (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required
- Use of TBS pool cars may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

**Those with knowledge of this position say the things that might make your day are:**

**Context**

- Seeing positive changes in clients as they feel more stable and secure
- Being able to positively influence a clients future

**Those with knowledge of this position say some key challenges you might experience are:**

- Balancing time to ensure that work is done well, within the allocated time
- Working in environments where there are challenging domestic issues such as drug and alcohol use, mental health issues, and domestic violence
- Finding the resilience to manage challenging client situations
- Not getting too bogged down in the complexities of a particular case

**Approvals**

**Approver** Director, Human Resources      **Date:** 17 August 2020      **Position Code:** DS019  
**Review history** V1.0 APPROVED  
**Advertising** Allied Health Assistant, Therapy Assistant, Support Worker, Community Services

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.