



POSITION DESCRIPTION

Position Title:	Allied Health Assistant
Level:	Level 3/4 Salary Range from \$54,156 - \$64,935 (ILC & HSUWA Enterprise Agreement 2016)
FTE:	0.60
Special Allowances:	
Business Unit:	HACC/CHSP Community Allied Health Service
Reports to:	Service Coordinator
Location:	Perth metropolitan
Date Reviewed:	August 2018

Independent Living Centre (ILC)

The Independent Living Centre WA (ILC) provides information and advice, assessment, training, funding and hire services that enable Western Australians of all ages and abilities to live more independent and fulfilling lives.

Service areas include assistive technology and equipment advice and assessment, home modifications, occupational therapy driver assessment, carer respite and support, Home and Community Care, regional assessment, and grants and equipment funding.

ILC's Vision

For people to reach their goals to live independent and full lives through easy access to community allied health services, the right assistive technology and home modification solutions.

ILC's Purpose

To support all individuals, including people with a disability, those who are ageing, their families and carers to live full and independent lives. We do this by providing individuals with allied health solutions and the right assistive technology that enables them to live in good health and independently at home and in the community. Our passion and motivation comes from making a real difference to individuals' lives.

ILC's Values

- Integrity:** Working, behaving, speaking and listening with honesty and truthfulness.
- Passion:** Going the extra mile because we believe in what we do.
- Respect:** Valuing people and embracing their individual or unique qualities.
- Collaboration:** Building relationships, sharing knowledge and ideas.
- Innovation:** Seeking creative solutions and opportunities, having confidence to think differently and have a go.
- Responsible:** Being reliable and accountable and doing as we say we will do.

Competencies

Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, stakeholders, service providers and health professionals.

Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information and communication technology.

Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

Position Overview

This position supports the delivery of services to (Physiotherapy and Occupational Therapy) in a client's home, under the direction of Allied Health Professionals.

The position will work within a clearly defined scope of practice and will include a mix of direct client support and indirect support by undertaking a range of clinical and non-clinical tasks.

It also provides administration support to the ILC Allied Health Services as required.

Key Accountabilities/Duties

1. Provide support under the direction of a prescribing therapist within a reablement focussed culture that support individuals and their families/carers to retain/optimize functional capacity, prevent deterioration, maximise quality of life and engage with community and social activities.
2. Complete occupational therapy and physiotherapy plans as directed by prescribing therapists. This may include exercise and community mobility programs and functional task retraining.
3. Review of equipment and grab rail installation as prescribed by the Occupational Therapist.
4. Report any changes in function to the prescribing health professional and redirect for review if changes to plan required.
5. Provide support to the health professional when two people are required for a home visit, for example when risks are identified in the OHS screen or hoisting.
6. Provide education as per therapist's recommendation. This may include energy conservation, falls prevention, joint protection and personal alarm advice.
7. Support referral triage and client intake.
8. Assist with sourcing equipment for trial and purchase.
9. Documentation of client's progress into case notes.
10. Assist in the development of client handouts and community resources.
11. Promote the philosophy and objectives of the organisation.
12. Implement and adhere to all policy and procedural requirements of the organisation.
13. Undertake other duties as assigned.

WORK RELATED REQUIREMENTS:	Essential (E)	Desirable (D)
<u>QUALIFICATIONS</u>		
1. Certificate III / IV in Allied Health Assistance	E	
2. Previous experience in an Allied Health setting	E	
3. Previous experience working in a community home visiting service		D
<u>KNOWLEDGE, SKILLS AND ABILITIES</u>		
1. An understanding of the Home and Community Care (HACC) and CHSP (Commonwealth Home Support Program) program		D
2. Ability to provide a high standard of assistance and support to a small team	E	
3. Experience in delivering quality customer service and liaison with suppliers or stakeholders	E	
4. Demonstrate high level of verbal, written and interpersonal communication skills.	E	
5. Demonstrate experience and proficiency with ICT, including client data bases, office suite applications and statistical records.	E	
6. Excellent organisation and time management skills	E	
7. Ability to work cohesively and with initiative in a team and positively contribute to team spirit and motivation	E	
8. Current "C" class driver's licence.	E	
9. Current National Police Check.	E	
10. Knowledge of general legislative requirements (e.g. Carer Recognition Act 2010, Workplace Health and Safety Act 2011, Privacy Act 1988, etc.).	E	