



POSITION DESCRIPTION

ALLIED HEALTH ASSISTANT- CARPENTARIA THERAPY SERVICES

Level	AO2 - AO3 pending level of experience
Job Type	1 year fixed term, full time (considerations can be made regarding terms of employment)
Reports to	Team Leader- Carpentaria Therapy Services
Purpose of the Position	As part of the inter-disciplinary team, assist the delivery of client care by supporting Allied Health professionals with the provision of programs including group and individual treatments across the life span, and related activities under the direction of Allied Health professionals
Tasks and Responsibilities	<ul style="list-style-type: none"> • Provide support under the direction of the Allied Health Clinician within a person-centred culture that supports individuals and families/carers to retain/optimize functional capacity, prevent deterioration, maximise quality of life and engage with community and social activities • Conduct and assist with the implementation and evaluation of established individual and group therapeutic programs, as delegated by the Allied Health Clinician • Undertake preparation of resources for therapy sessions including set up, pack up and maintaining hygiene procedures of therapy tools/rooms • Manage therapy resources including ordering, preparing, and maintaining resources in collaboration with the therapy team • Complete general administration duties including reception cover, document management and filing, and other duties as required to maximise clinical efficiency • Ensure billable Key Performance Indicators are met
Essential Criteria	<ul style="list-style-type: none"> • Minimum Certificate III in Allied Health Assistance, or willingness to attain • High level written and verbal communication skills • Shown initiative to work independently and within a team context • Demonstrated ability to operate within set standards and protocols • High level ability to organise work flow, manage time, set priorities and show willingness to learn and develop problem solving skills. • Current Ochre Card, Criminal History Check, First Aid Certificate and NT Drivers Licence
Preferred Criteria	<ul style="list-style-type: none"> • An understanding of the role of Allied Health Clinicians, particularly Physiotherapy, Occupational Therapy and Speech Pathology • Previous experience working as an Allied Health Assistant • Experience working with clients and families from culturally and linguistically diverse backgrounds • Knowledge of disability, NDIS, and working with clients with cognitive impairment
Behaviours Required	<ul style="list-style-type: none"> • Able to build rapport with clients, families/guardians and key partners • Collaboration within team and key stakeholders • Committed to disability awareness and inclusiveness • Creative and innovative approach to service delivery • Alignment with Carpentaria's values (of respect, innovation, collaboration, honesty), Code of Conduct, and implementation of a human rights-based approach

Authorised by CEO:

Date:

7/09/2020