

Allied Health Assistant

Position Details

The purpose of this role is to provide a high standard of clinic and program support to the staff of the Aged Care program as determined by the program Coordinator.

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| Employer | Footprints in Brisbane Inc. (Footprints) | Program Area | Aged Care Services |
| Location | Light Street, Fortitude Valley | Salary Range | As per Award Rates |
| Status | Fixed Term Part Time | Hours | 56 hours per fortnight |
| Industrial Instrument | Health professionals; support services | Classification Level | 4.1 |
| Reporting relationships | This role reports to the Aged Care Services Program Coordinator | | |

Responsibilities

| Key Responsibilities |
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| <p>As a member of multidisciplinary team, the Allied Health Assistant will have the following responsibilities:</p> <ul style="list-style-type: none"> ▪ Work with clinicians and administrative staff to ensure effective and efficient service delivery for clients attending Allied Health appointments and / or programs including: <ul style="list-style-type: none"> ○ Assisting in the preparation for programs and supervision of clients under the direction of the allied health clinician ○ Assist in preparation of assessment, treatment and clinical processes for clients ▪ Coordinate the ordering, storage and maintenance of supplies and work areas <p>Administration</p> <ul style="list-style-type: none"> ▪ Contribute to the development, and evaluation of information packages and resources using a number of computer software programs ▪ Provide general administration support to the Allied Health clinical team including, photocopying, compilation of clinical and program materials / folders, preparation for program activities <p>Self-Management and Team Contribution</p> <ul style="list-style-type: none"> ▪ Maintain confidentiality in line with Code of Conduct and comply with all Footprints Policies and Procedures ▪ Participate in the performance review process, commit to own self development, maintain professional competencies ▪ Contribute to process improvement ▪ Contribute to effective team performance ▪ Follow all workplace health and safety procedures and contribute to a safe and healthy work environment ▪ Foster production working relationships with all Footprints staff in the delivery of seamless client services ▪ Ability to network and work collaboratively with wide range of community members, families / carers and organisations |

Knowledge and Skills

| Essential |
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| <ul style="list-style-type: none"> ▪ Proven capacity to perform duties with minimal supervision, to organise and prioritise workload to meet requirements within established guidelines ▪ Well-developed organisational, negotiation and interpersonal skills that reflect the core values of Footprints and enable effective functioning in a multidisciplinary health service environment ▪ Previous work experience in an Aged Care; Mental Health; Community Services and / or Disability sector would be highly considered |

- Demonstrated ability to take direction, determine priorities and manage workloads in order to meet agreed timelines and objectives
- Ability to work with Aboriginal and Torres Strait Islander communities and CALD communities, respecting traditional culture and values.
- The ability to work with other health professionals and organisations
- Demonstrated ability to network and work collaboratively with wide range of community members, families / carers and organisations
- Demonstrated competence in use of information technology and desktop applications; internet, word, spreadsheet, and databases.
- Well-developed and effective interpersonal and communication skills - written and verbal

Qualifications / Experience

- Certificate III in Allied Health Assistance (or equivalent) certificates / qualifications or progression towards completion would be highly desirable
- Demonstrated knowledge and experience in a similar role
- Demonstrated experience in developing, implementing and maintaining effective administration systems
- Highly developed organisational skills including the ability to manage and coordinate a range of tasks and competing priorities, and to meet deadlines with limited supervision

Practical Requirements

- Current C Class Drivers Licence (QLD) - essential
- Current CPR and First Aid Certificate
- Current Yellow Card (Aged Care and Disability Services) or willingness to obtain
- Current satisfactory National Police Check or willing to obtain