



Allied Health Assistant

Fixed term contract until 30 June 2021

Part-time, 28 hours per week

Footprints in Brisbane Inc. is a well-regarded not-for-profit community based organisation with locations in Fortitude Valley, West End and Kingston, providing a range of programs to people who are older, have a disability, experience mental illness, are homeless and are financially/socially disadvantaged.

About the role

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. As a member of multidisciplinary team, the Allied Health Assistant will work with clinicians and administrative staff to ensure effective and efficient service delivery for clients attending Allied Health appointments and / or programs. Assist in program preparation and supervision, assessment, treatment, and clinical processes for clients and coordinate the ordering, storage, and maintenance of supplies.

About you

- Certificate III in Allied Health Assistance (or equivalent) certificates / qualifications or progression towards completion would be highly desirable
- Previous knowledge and experience in a similar role within Aged Care; Mental Health; Community Services and / or Disability sector would be highly considered
- Ability to network and work collaboratively with wide range of community members, families / carers and organisations
- Competence in use of information technology and desktop applications, internet, word, spreadsheet, and databases. Experience in developing, implementing, and maintaining effective administration systems.
- Well-developed and effective interpersonal and communication skills - written and verbal
- 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.

We offer

- Flexible work arrangements
- Attractive remuneration with generous salary sacrifice benefits
- Opportunities for ongoing professional development and training
- A committed and friendly teamwork environment

Visit our website to view the full Position Description <https://www.footprintsinc.org.au/work-with-us/>. For further information contact Lorraine Hamilton, Coordinator - Aged Care Services - Mobile 0428 288 009.

You can apply for this vacancy directly through our website by clicking on the **APPLY NOW!** Button

Applications Close: COB Friday, 27 November 2020, however, applications may be reviewed upon receipt with shortlisting and interviews commencing prior to the closing date.

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