



Position Specifications – Allied Health Assistant- Casual

Job Title:	Allied Health Assistant	Work days:	Monday to Friday work.
Business Type:	Allied health private practice	Regular hours	As required within practice trading hours
Location:	Elizabeth Downs, Adelaide SA	Travel Required:	Yes
Level/Salary Range:		Leave	By negotiation (unpaid) as per award requirements
HR Contact:	Clinical Manager/s	Superannuation:	As per legislation
Position Type:	Casual	Personal leave	As per award
Reporting, working relationships	The Allied Health Assistant reports to the Clinical Manager and liaises with Allied Health Professionals where appropriate. The team member operates as a member of a multidisciplinary team and receives professional support and assistance from Allied Health Professionals and Managers.		
Special conditions	<p>Successful applicants will need to provide proof of an acceptable criminal history screening check (DCSI- Working with Children).</p> <p>Successful applicants will need to maintain current Child Safe & RAN Training</p> <p>A current driver's licence, reliable vehicle and willingness to drive is essential.</p>		
Location 238 Midway Road Elizabeth Downs SA 5113		Contact details Ph. (08) 8255 7137 Fax (08) 8219 0128 business@talkingmatters.com.au	
Job Description			
Job Purpose: The Allied Health Assistant is responsible for providing a quality, effective and efficient support service to clients based upon an invention plan developed by an appropriately qualified allied health professional. The Allied Health Assistant will demonstrate the ability to translate and implement goals set by Allied Health Professionals into activities that support the achievement of those goals. The Allied Health Assistant will follow appropriate administrative procedures and communicate clearly with health professionals involved in the client's care.			
Minimum Skills/qualifications:			
<ul style="list-style-type: none"> • 3rd year undergraduate allied health student in an appropriate discipline (Speech Pathology, Occupational Therapy, Psychology, Education, Disability); or • Completion of 12 months of a Masters degree in an appropriate discipline • Certificate III in Allied Health Assistance 			

Statement of Key Responsibilities / Duties

Provision of client services

- Provision of a high quality allied health assistant therapy service as negotiated (split between clinic and school based services)
- Plan, prepare, implement and evaluate effectiveness of a therapy plan that supports the intervention program as outlined by a qualified health professional.
- Liaise with family members, professionals and agencies involved in the client’s care in a professional and timely manner as required.
- Maintain complete and accurate documentation, complying with Talking Matters established procedures and policies and consistent with expectations laid down by the appropriate professional body.

Organisational Requirements

- Accurately enter data into organizational systems such as calendars, accounts, electronic files etc.
- Comply with and promote work related policies and procedures relating to OHS&W, Emergency procedures, Child Safe Environments

Special conditions:

- The incumbent will provide a minimum of 4 weeks notice in writing to resign the position. Earlier exiting may be possible by mutual agreement.
- Current SA Driver’s licence and own reliable transport is essential.
- Visits to schools may be required
- Talking Matters is a smoke free and Child Safe workplace
- All intellectual property developed or created by the worker as a result of the worker’s engagement at Talking Matters will remain the property of Talking Matters unless otherwise agreed in writing between the Director of Talking Matters and the worker. No copies of this property are to be retained privately by the worker without written consent.
- On accepting this position the applicant will enter into a contractual agreement that outlines all other rights and responsibilities of each party.
- This position is contracted for a specific period

Last Updated By:	Carla Branson	Date:	15/08/18
Position accepted		Date:	

Person Specification
Essential Minimum Requirements (Those characteristics considered absolutely necessary)
Educational/Vocational Qualifications Minimum of year 3 in a related Undergraduate University Degree
Personal Abilities/Aptitudes/Skills Well-developed written and verbal communication skills with a diversity of individuals and groups Excellent interpersonal skills Demonstrated ability to work independently, self-motivate and evaluate own performance, seeking support as needed Ability to work effectively within a multidisciplinary team Demonstrated organisational and time management skills Accurate record keeping skills Awareness of and willingness to institute quality improvement measures into area of practice Commitment to Professional Development
Experience Supervised clinical experience as a student in working with children and/or students
Knowledge A sound knowledge base in areas of practice relevant to position. Demonstrated ability to apply theoretical knowledge to a diverse client caseload Working knowledge of policies relating to Occupational Health and Safety, Child Protection and Mandatory Notification

Desirable Characteristics (To distinguish between applicants who have met all essential requirements)
Experience Previous experience in a private allied health practice Previous experience working with children with a variety of skill levels and needs Knowledge and experience with children with autism, global developmental delays & communication challenges
Knowledge Demonstrated knowledge or principles and practical application of: <ol style="list-style-type: none">1. New technologies such as iPads and iPods/iPhones and applications for clinical practice
Educational/Vocational Qualifications Relevant additional professional development completed