POSITION DESCRIPTION:  Allied Health Assistant

Position Details

Position Title:  Allied Health Assistant
Employment Status:  Full time
Salary Range:  Pending qualification and years of experience (base salary) + superannuation + other benefits
Reports to:  Allied Health Team Leader – Senior
Positions supervised:  Nil
Location:  Mount Isa – will require some travel to other remote communities across the North West and Lower Gulf of Carpentaria region

About Gidgee Healing

Gidgee Healing (‘Gidgee’) is an Aboriginal Community Controlled Health Service, with our strategic direction determined by a Board of Directors comprising Aboriginal people from across the region, as well as two skills-based Directors. Gidgee’s organisational mission and vision statements demonstrate a commitment to providing holistic and culturally appropriate health services, underpinned by a philosophy of community participation, and a strong focus on care coordination.

Gidgee is the only Aboriginal Community Controlled Health Service representing the health needs of the Aboriginal people residing in the Mount Isa, North West and Lower Gulf regions of Queensland, with the primary aim of supporting Aboriginal communities’ own solutions to living long healthy lives; strengthening our culture; and regaining our spirit. Gidgee’s service footprint is now the largest single Aboriginal Community Controlled Health Service provider land area in Queensland, spanning approximately 640,000 km² and including some 11,000 Indigenous persons. Our service area comprises 20 Native Title group land areas; 12 Local Government Areas; the two Queensland State seats of Mount Isa and Gregory; and two House of Representative Divisions, Kennedy and Maranoa. It also includes two Hospital and Health Service regions (Central West and North West) and shares its boundary with the Western Queensland Primary Health Network (WQPHN).

Gidgee provides a broad range of primary health care services to Aboriginal and Torres Strait Islander people across the region; including GPs, Nursing; Aboriginal Health Workers / Aboriginal Health
Practitioners; Allied Health professionals; Maternal and Child Health; and visiting Medical Specialists. Gidgee also provides a range of family-focused Mental Health and Wellbeing services, as the lead agent for both headspace Mount Isa and the Normanton Recovery and Community Wellbeing Service. Gidgee is currently experiencing a period of very strong organisational growth; expanding the scope and frequency of the services it provides across the Mount Isa and Lower Gulf regions. A significant proportion of the Primary Health Care and Maternal and Child Health Services historically provided by mainstream providers across the region are now transitioning to a community-controlled model of care to be delivered by Gidgee Healing.

Position Summary

The position is responsible for providing a high standard of clinical and program support to the staff of the Allied Health team as determined by the Allied Health Team Leader.

The Regional Allied Health team includes Dietetics, Exercise Physiology, Occupational Therapy, Physiotherapy, Podiatry, Psychology and Speech Pathology.

Duty Statement and Key Responsibilities

As a member of multidisciplinary team, the Allied Health Assistant will have the following responsibilities:

- Work with clinicians and administrative staff to ensure effective and efficient service delivery for patients attending Allied Health appointments and/or programs including:
  - Assisting in the preparation for programs and supervision of participants under the direction of the allied health clinician
  - Assist in preparation of assessment, treatment and clinical processes for patients
- Coordinate the ordering, storage and maintenance of supplies and work areas

Administration

- 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

Self-Management and Team Contribution

- Maintain confidentiality in line with Code of Conduct and comply with all Gidgee Healing 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 Linkages

- Foster productive working relationships with all Gidgee Healing staff in the delivery of seamless client services
- Ability to network and work collaboratively with wide range of community members, families / carers and organisations

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.

Key Performance Indicators

As determined by the Director of Regional Allied Health

Selection Criteria

1. Proven capacity to perform duties with minimal supervision, to organise and prioritise workload to meet requirements within established guidelines
2. Well-developed organisational, negotiation and interpersonal skills that reflect the core values of Gidgee Healing and enable effective functioning in a multidisciplinary health service environment
3. Previous work experience in a Primary Health Care; Healthy Lifestyle; Community Services and / or Development sector would be highly considered
4. Demonstrated ability to take direction, determine priorities and manage workloads in order to meet agreed timelines and objectives
5. Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business
6. The ability to work with other health professionals and organisations
7. Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people
8. Demonstrated ability to utilise community development processes and to network and work collaboratively with wide range of community members, families / carers and organisations
9. Demonstrated ability to plan, develop, deliver and evaluate community engagement / promotion programs to Aboriginal and Torres Strait Islander target groups in the target area
10. Demonstrated competence in use of information technology and desktop applications; internet, word, spreadsheet, electronic medical record and database packages
11. 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
- Immunisation requirements – It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases: measles, mumps, rubella, varicella, hepatitis B, hepatitis A and pertussis (whooping cough) during their employment
- Current CPR and First Aid Certificate
- Current Blue Card (Working with Children and young people) or willingness to apply for a Blue Card
- Satisfactory Police Check
- Willingness to work flexible hours as required, including the requirement to travel, work and stay overnight for up to several days at a time in remote areas
- Willingness to travel by road and small planes

Endorsement and Approval

Position description approved by Chief Executive Officer:

Signature: ENDORSED Date: