

JOB DESCRIPTION

Job Title	Allied Health Therapy Assistant
Responsible to	Clinical Team Leader
Responsible for (if applicable)	NA

Overall Purpose

As part of a multidisciplinary allied health team comprising Occupational Therapists, Speech Pathologists and Psychologists, provide clinic or community based person-centred therapeutic interventions under the delegation or remote supervision of an allied health clinician.

Core Tasks

- To implement clinical support plans to participants of the NDIS and their carers as prescribed by the relevant allied health professional that relate to their NDIS goals and funding.
- Work in conjunction with allied health professionals to prepare and coordinate assessments for new participants.
- Prepare resources for participants as designed by the allied health professionals e.g. visual schedules; communication boards;
- Research information that is relevant to a participant's therapy plan, including but not limited to NDIS Price Guide; Outcomes Framework; Home Modification regulations etc.
- Liaise with Support Coordinators to seek information that is relevant to the Participant and their goals.
- When working with Participants, assist them to build capacity in developing their goals as per their NDIS Plan.
- Participate in operational team meetings and contribute to multi-disciplinary case discussion as required.
- Write regular review reports on progress towards outcomes for the participant, their carer and the allocated supervising allied health professional
- Work under the direction of the Clinical Team Leader or Allied Health Lead as appropriate;
- Deliver services to either individuals or groups as necessary;
- Maintain records using the organisation's client management and billing systems.
- Deliver services to participants that are accountable and can be measured by reasonable KPI's
- To ensure compliance with the National Disability Insurance Scheme Quality and Safeguarding Commission service standards.
- Work within the Clinical Governance Framework and adhere to all company policies and procedures.

Additional Duties

- To undertake training and development deemed necessary for the pursuance of the position.
- To ensure Health and Safety is observed in the course of all activities.
- To comply with equal opportunities policy and procedure in all practices.

It is the nature of work of Key Assets that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.

PERSON SPECIFICATION
Therapy Assistant

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key:	Assessed by Application Form:	A
	Assessed at Interview:	I
	Assessed by Test/ Exercise (if applicable)	T
	Assessed by Documentary Evidence	D

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
<ul style="list-style-type: none"> A Certificate 111 or IV in Allied Health Assistance or alternatively former allied health professionals who may have been out of the workforce but have previous significant experience and are seeking re-entry into their profession. 	Essential	✓	✓	✓		✓
Experience/ Training						
<ul style="list-style-type: none"> Significant experience working with people with a disability or relevant allied health cohorts. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Demonstrated ability to work with people effectively, both individuals and in group settings to achieve therapeutic goals. 	Essential		✓			
<ul style="list-style-type: none"> Experience in independent problem solving and understanding of evidence-based supports 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Capacity to develop and maintain positive working relationships and the ability to collaborate with all levels of internal and external customers, including those from diverse cultures, including ATSI and CALD. 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to demonstrate an understanding of the importance of capacity building in the disability context and/or allied health disciplines 	Essential		✓	✓		
<ul style="list-style-type: none"> Sound planning, organisational and analytical skills and ability to develop and work to timelines. 	Essential			✓		
<ul style="list-style-type: none"> Ability to collaborate within a multidisciplinary setting 	Essential		✓	✓		
<ul style="list-style-type: none"> An understanding of IT 	Essential	✓	✓			
Knowledge						
<ul style="list-style-type: none"> A sound knowledge of the principles of allied health service provision. 	Essential		✓	✓		
<ul style="list-style-type: none"> An understanding of the context of the NDIS 	Desirable		✓	✓		
<ul style="list-style-type: none"> A sound knowledge of contemporary practice in the provision of disability services. 	Essential					
<ul style="list-style-type: none"> Well develop interpersonal skills, both verbal and written communication. 	Essential		✓	✓		
<ul style="list-style-type: none"> Full driving licence, access to a fully insured motor vehicle.. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> A good working knowledge of relevant legislation 	Desirable		✓	✓		

	<u>Essential/Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> Ability to take responsibility for continuing professional development. 						
Personal Qualities						
<ul style="list-style-type: none"> Able to be confident in exercising initiative and acting independently whilst under supervision of an allied health professional. Self-starter with the ability to work with a degree of autonomy and provide advice as necessary. 	Essential		✓			
<ul style="list-style-type: none"> Ability to communicate simply and effectively, both verbal and written, with a diverse client group, and with staff at all levels, recognising potential language barriers and cultural differences 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a complex environment 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to think quickly and act appropriately to business need 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work respectfully in partnership with other agencies, internal and external departments, and training providers 	Essential			✓		
<ul style="list-style-type: none"> Ability to work with cultural advisors as appropriate to the circumstances. 	Essential			✓		
<ul style="list-style-type: none"> Demonstrated reliability, flexibility and dependability 	Essential			✓		
<ul style="list-style-type: none"> Ability to research relevant information and apply to the work environment as required. 	Essential			✓		
<ul style="list-style-type: none"> Ability to maintain confidentiality 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Ability to work under KPI's and ensure accurate record keeping. 	Essential		✓	✓		
Miscellaneous						
<ul style="list-style-type: none"> A commitment to Equal Opportunities and OH&S in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> A comprehensive working knowledge of all relevant legislation pertaining to the NDIS 	Essential		✓	✓		
<ul style="list-style-type: none"> A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander people, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds 	Essential		✓	✓		
<ul style="list-style-type: none"> A commitment to providing excellent customer service in a professional manner 	Essential			✓		
<ul style="list-style-type: none"> Must possess a full current driving license relevant to the state this role is based. 	Essential	✓	✓			✓
<ul style="list-style-type: none"> To be confident dealing with people in sometimes stressful/ difficult situations or remotely 	Essential			✓		
<ul style="list-style-type: none"> Be prepared to seek advice where necessary 	Essential			✓		

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.

Candidate Verification/Acceptance of Position Description

I, have read, understood and accept all terms of my employment with Key Assets as set out in the above Position Description.

I also understand that by accepting this offer via text verification constitutes as a legal signature confirming that I acknowledge and accept all terms and conditions provided in this document and all other documents attached.

[/#if [acceptance_calc] != "--"]

ACCEPTED for and on behalf of the EMPLOYEE:

Acceptance of Employee

[acceptance_status]

Name of Employee

[candidate_name]

Date

[acceptance_calc]

[/#else]

CONTRACT NOT ACCEPTED AS YET

[/#if]

