



Position Description

Position Identification			
Position Title:	Allied Health Assistant – Chronic Pain Service		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	August 2022
Location:	Bell Street, Coburg, Brunswick (Other sites dependent on client demand)		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification : *HR Use Only	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement <ul style="list-style-type: none"> Allied Health Assistants, Grade 2 		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Prevention & Complex Care	Unit:	Prevention & Chronic Illness Care
Organisational Chart	<pre> graph TD GM[General Manager Aged & Primary Care] --> M[Manager Prevention & Complex Care] M --> TL[Team Leader, Prevention & Chronic Illness Care] TL --> AHA[Allied Health Assistant] </pre>		
Position Summary			
<p>The Allied Health Assistant (AHA) in the Chronic Pain Service undertakes general duties under the instruction of Allied Health Professionals, to provide effective and timely services to clients of the Chronic Pain Service (CPS) at Merri Health. The supervising Clinician maintains accountability for client care, whilst the AHA will be delegated responsibility to independently manage parts of the client journey.</p> <p>The Chronic Pain Service is a community-based service funded by North Western Melbourne Primary Health Network. The aim of the CPS is to deliver a multidisciplinary service for individuals who suffer from chronic pain to improve their physical and mental wellbeing and to enable them to effectively self-manage their condition. This position will work within a multidisciplinary team, including medical and allied health staff, in supporting clients referred to the Chronic Pain Service.</p> <p>The AHA will be responsible for administrative and support functions, to assist with the effective running of the Chronic Pain Service at Merri Health.</p> <p>Acting as an assistant to the allied health professionals in the CPS within the Prevention and Chronic Illness Care Team, the Allied Health Assistant will work closely with and typically alongside these and other health professionals to provide client centred care.</p>			



Position Description

Position Accountabilities	
Responsibilities	<p>Clinical: Under the direction or delegation and supervision of a treating allied health professional the AHA will:</p> <ul style="list-style-type: none">• Implement, and or assist with, individual and group-based interventions with clients as directed by the treating Clinician• Prepare client resources, and clinical areas for individual and group interventions and cleans/tidies up after interventions• Complete or assist with screening assessments and outcome measures if required/appropriate• Provide set education under the direction of the treating Clinician• Provide guidance to clients as directed by the treating clinician (e.g. correct exercise technique)• Monitor and report updates and any relevant changes in the client's status to the treating Clinician• Assist with resource, stock and equipment ordering, distribution and stock control as directed by treating clinicians/team leader• Provide regular feedback to allocated supervisor regarding clinical and administrative workload• Document accurately in the Client Information Management System (CIMS) as directed by the treating Therapist, and in accordance with Merri Health's Policies and Procedures <p>General/Administrative</p> <ul style="list-style-type: none">• Provision of high quality, evidence-based services for all clients consistent with accepted professional and organisational policies and procedures.• Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients.• Assist with clerical and administration duties such as organising groups, scheduling appointments, printing, clinical documentation and other duties as required to maximise clinical efficiency• Assist with ePPOC (electronic Persistent Pain Outcomes Collaboration) administration• Assist with the administration of CPS Triage and Case Conference• Administrative support and assistance to other disciplines as required e.g. CPS doctor, Care Co-ordinators)• Accurately record data as required by agency and funding bodies and ensure timely follow up on data quality reports as requested by the Team Leader.• Supervision of Allied Health Assistant students• Other duties as directed by the line manager• Adhere to the Organisational and Program policies and procedures.• Participate in project work in conjunction with other relevant health professionals.• Participate in relevant networks and forums and maintenance of links with key external agencies.• Undertake professional development activities to maintain and enhance skills.



Position Description

	<ul style="list-style-type: none"> • Participate in development of annual work plan and ensure activities are carried out as outlined. • Attend service unit meetings, staff meetings and other organisational meetings as required. • Contribute to a positive culture within the program area and foster a multidisciplinary approach to client care. • Undertake an active learning approach to maintain and enhance professional skills. • Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to skills development. • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Ensure applicable employees comply with AHPRA and delegated scope of practice
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<p>Key selection criteria</p>	



Position Description

Essential	<ul style="list-style-type: none">• Certificate IV in Allied Health Assistance.• Excellent communication, time management, organisational and interpersonal skills.• Demonstrated ability to complete administrative tasks efficiently and with minimal supervision• Demonstrated ability to implement interventions effectively and safely as delegated by an allied health professional• An ability to relate comfortably to a wide range of clients, including people from disadvantaged backgrounds and those with complex/chronic health conditions.• Ability to work independently and as part of the multi-disciplinary team.• Computer literacy skills.• Ability and preparedness to develop the Allied Health Assistant role.
Desirable	<ul style="list-style-type: none">• An understanding of and commitment to community health principles.• Knowledge and understanding of the role of the allied health assistant in a Community Health or Chronic Pain setting• Experience and expertise in Allied Health, Chronic Pain and/or Community Health sector.• Experience working with Allied Health Professionals.
Checks, Licences and Registration	<ul style="list-style-type: none">• Current National and or international Police Check• Working With Children's Check (WWCC)• Statutory Declaration• Immunisation Category A• Current or probationary driver's licence• Professional registration