

## POSITION DESCRIPTION

<b>Position Title:</b>	Paediatric Allied Health Assistant
<b>Business Unit/Department:</b>	Paediatric Services
<b>Division:</b>	Operations
<b>Award/Agreement:</b>	Victorian Public Sector Health & Allied Services Managers & Administrative Workers EA – 2021-2025
<b>Classification:</b>	IN30
<b>Reports To:</b>	<u>Operational:</u> Manager Paediatric Services- BMM campus
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	23 December 2024

<b>Position Purpose</b>
<p>The Paediatric Allied Health Assistant will work within the Paediatric Service to support the Allied Health staff in the provision of services and the operations of the team. The role operates within a multidisciplinary team, and in close collaboration with the Allied Health staff who will support and guide the Allied Health Assistant in the tasks required to support the functioning of the team and provision of services. The Allied Health Assistant will operate across the Community Health and Melton Health programs undertaking phone calls, developing resources, supporting group and individual service provision and monitoring and maintaining toys and assessments. This varied role is responsive to the needs of the clients and the team members incorporating direct client work and support tasks under the supervision and guidance of the Allied Health staff.</p>
<b>Business Unit Overview</b>
<p><b>Integrated Community Health Service Directorate</b></p> <p>The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the Brimbank Melton and Western Melbourne regions across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships.</p> <p>The Integrated Community Health Service delivers preventative, early intervention and chronic disease management. Services operate on the social model of health and with a focus on:</p> <ul style="list-style-type: none"> <li>• Equity and accessibility</li> <li>• Effective community participation/control</li> <li>• Multidisciplinary team work</li> <li>• Strategies beyond individual care (group work, health promotion, community development)</li> </ul>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Dental
- Counselling
- Family Violence services
- Aboriginal Health Programs
- NDIS (National Disability Insurance Scheme)

Therapeutic Supports

Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety).

## Key Responsibilities

### Personal and Professional

- Provide high quality evidence based paediatric services to meet the needs of children and their families under the direction and guidance of Allied Health staff.
- Actively participate in professional supervision as per clinical supervision guidelines
- Perform in accordance with the organisational values to ensure service provision that is inclusive and respectful of all in the community.
- Participate in the annual performance development processes
- Participate in training and educational opportunities as identified in the annual individual professional development plan
- Establish and maintain positive working relationships with people at all levels
- To provide services in a manner that complies with requirements for confidentiality, records management and data collection.
- Demonstrate an awareness of risk in families including Child Safety, Family Violence and Elder Abuse and appropriate professional response and obligations where these risks arise

### Administration, Documentation and Reporting

- Ensure accurate and timely documentation of within client records
- Ensure accurate and up to date information is entered into the client management system
- Complete all data collection activities as required for programs and clinics
- Complete information in accordance with agency and funding body requirements.

### Communication and Teamwork

- Work effectively with the multidisciplinary team to achieve positive outcomes for children and their families
- Build constructive working relationships with colleagues across the multidisciplinary team
- Maintain respectful communication with colleagues and engage proactively to resolve differences of opinion or perspective

### Continuous Improvement

- Contribute to the ongoing quality improvement of the Paediatric services
- Participate in accreditation processes and the organisational continuous improvement plan
- Contribute to monitoring of service provision to ensure outcomes are in line with internal and external standards, service philosophy and goals
- Participate in the development and review of organisational policies, procedures and work instructions as appropriate

### Workplace Health and Safety

- Demonstrate an understanding of the shared responsibility for a safe workplace
- Conduct yourself in a manner that will not endanger yourself or others
- Report any unsafe work practices, hazards, near miss incidents and accidents

## Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

- Maintain knowledge and practice of infection control/hand hygiene precautions and infection control policies and procedures

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

Internal:

- Allied Health and Medical Paediatric staff
- Melton Health and Community Services staff

External:

- Schools and Early Childhood Education Centre staff
- Health professionals including Allied Health professionals, General Practitioners, Paediatricians, MCHNs,
- NDIS services including the NDIA, ECEI partner agencies, service provider agencies.
- Family Support services including Child First, Child Protection, Family Violence services, etc

### Selection Criteria

#### Essential

- Certificate IV in Allied Health Assistance
- Demonstrated ability to work collaboratively as part of a team.
- Demonstrated ability to communicate effectively with other team members
- Ability to apply, without exception, principles of confidentiality, privacy and maintain confident communication.

#### Desirable

- Previous experience in a health or paediatric based setting
- Experience in engaging with clients over the phone and in person
- Experience or knowledge of Autism and Developmental Delay would be an advantage

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017),

### Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

[Click here  
to enter a  
date.](#)

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*