

Position Description

POSITION TITLE	Allied Health Assistant – Speech Pathology		
REPORTS TO (TITLE)	Speech Pathology Clinical Lead	DIRECT REPORTS (TITLE)	Nil
LOCATION	Moree		
CLASSIFICATION	HealthWISE Enterprise Agreement 2021 Health and Support Services stream - Level 1		

COMPANY DESCRIPTION

Vision – Healthy Communities

Purpose – Creating better health for our communities

This Allied Health Assistant role has been created to increase our service capacity because our speech pathology waiting list is growing, clients in our community are missing out on timely, valuable care, client outcomes may be compromised and our business cannot grow.

The role is for a trainee to complete a Certificate IV in Allied Health Assistant – Speech Pathology whilst working with our speech pathology team.

HealthWISE has been delivering federally funded primary health and social services for 8 years. We are a not for profit organisation dedicated to creating healthier communities.

The people we support live in the New England and North West regions of northern New South Wales and the Darling Downs and West Moreton regions of southern Queensland.

By employing skilled and experienced local health care providers, we provide efficient and effective programs that improve access, increase awareness, decrease cost, incorporate lived experience, empower communities and foster long term health.

We are a specialist provider of rural and remote services.

We have offices in 11 locations (Armidale, Glen Innes, Goondiwindi, Gunnedah, Inverell, Ipswich, Moree, Narrabri, Tamworth, Toowoomba and Walcha) and provide services and outreach to small towns and communities across 19 Local Government Areas.

HealthWISE is a flexible and inclusive organisation and is dedicated to providing a welcoming and culturally appropriate environment for everyone and promotes the safety, wellbeing and inclusion of all children.

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HealthWISE speech pathology services are provided to children with communication needs.

Allied Health Assistants can add value by making the outcomes of service delivery more efficient, effective and lasting.

A Level 1 Allied Health Assistant – speech pathology, engages in basic patient care, clinical duties and/or administrative support under the supervision of the designated Allied Health Professional/speech pathologist.

This trainee role is responsible for developing their own skills and progressing from working under direct supervision to undertaking tasks under indirect or remote supervision by a speech pathologist. The role supports the completion of a certificate IV in Allied Health Assistant – speech pathology, whilst being employed to work alongside the HealthWISE speech pathology team.

KEY RESPONSIBILITIES

Training:

- HealthWISE will support the trainee to enrol in a suitable Certificate IV in Allied Health Assistant – speech pathology (online)
- The trainee will be provided with 1 day per week during work time to support coursework requirements
- The trainee will have access to education support and supervision to grow their skillset.

Service Provision:

- Flexible role as mediator, helper, companion to assist and monitor client care
- Work with the speech pathology team to provide speech pathology intervention and **delegated care** in Moree, Narrabri and surrounding local government areas (LGAs). This may be direct or indirect care:
 - Direct Care – face to face care in a clinic or education facility under supervision by speech pathologist.
 - Indirect Care – support for family, educators, disability support workers etc supporting specific individuals. This enables upskilling of people in a client's life to create opportunities for the client with the communication difficulty to learn or practice new skills.
- General administration skills including making appointments.

Teamwork and Communication:

- Excellent oral and written communication skills.
- Communicate effectively with the speech pathologist/s to plan and implement activities to support clinical outcomes for the client/s
- Communicate effectively with a range of people in the client's life to support and provide care and skill building
- Collaborate with other members of the HealthWISE team to coordinate care to provide the best experience and outcomes for clients.
- The ability to engage in reflective practice to grow and improve your skills in providing client-centred care

Position Description

Documentation and Recording:

- Collect, collate and record data to meet program needs.
- Development of resources

Professional Behaviour:

- Promote cultural awareness and competence within the HealthWISE team and in interactions with consumers, stakeholders and communities.
- Promote the safety, wellbeing and empowerment of children.

WORK HEALTH AND SAFETY

While at work, a worker must:

- take reasonable care for his or her own health and safety, and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WH&S Act 2011, and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

ROLE CRITERIA

ESSENTIAL

- Ambition to grow your skills and expand your knowledge by completing a Certificate IV in Allied Health Assistant (speech pathology)
- Demonstrated attitude and behaviours that are in keeping with the company's values (empowerment, equality, client focus, community, passion for excellence, visionary)
- Flexibility and adaptability
- Team focus approach to patient care for children
- Excellent oral and written communication skills
- Understanding of issues affecting Aboriginal and Torres Strait Islander people and their health
- Current unrestricted and unencumbered NSW Driver's Licence
- Willingness to travel if required
- Willingness to consent to a National Police Check
- Current Working With Children Check held or willingness to obtain
- Evidence of up-to-date COVID vaccination

DESIRABLE

- Experience working in support roles

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Key Performance Indicators

No.	Key Performance Indicators – KPIs (refer to Position Description)	Measure
1.	Enrolment in AHA – Speech Pathology Certificate IV	
2.	Completion of course content in a timely manner – expected timeframe 18 months	
3.	Completion of other training as identified	
4.	Ability to take direction	
5.	Collaboration with the supervising speech pathologist/s	
6.	Flexibility and problem solving to mediate, help and assist client care	
7.	Creation of resources	
8.	Participation in face-to-face client care	
9.	Reflection on performance and ability to learn	
10.	Ability to record data and appointments	