

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: ALLIED HEALTH ASSISTANT – LODDON CHILDREN’S HEALTH AND WELLBEING LOCAL

Award:	Dependent upon qualifications
Classification:	Dependent on applicant qualifications and experience
Site:	This position is primarily based at our Kangaroo Flat site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	60.4 hours per fortnight (0.8) negotiable
Tenure:	Ongoing
Position description developed:	August 2023
Responsible to:	Senior Leader of Paediatrics

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- Integrity**
 We are authentic and accountable, and we honour our obligations.
- Respect**
 We build respectful relationships through trust, empathy and collaboration.
- Inclusive**
 We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- Innovation**
 Through continuous learning, we ensure an agile, responsive and sustainable service.
- Togetherness**
 We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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The Role of the Team

The Loddon Children's Health and Wellbeing Local (LCHWL) has been established in a partnership between Bendigo Health and BCHS as a part of the response to the Royal Commission into Victoria's Mental Health System.

The LCHWL provides services for children aged 0-11 years who are experiencing developmental, emotional, relational, or behavioural challenges and their families. The LCHWL will provide a central point for connecting, navigating, and accessing health and social care, whilst providing a coordinated and holistic care pathway for children and their families. The LCHWL will deliver services across six local government areas.

The LCHWL service delivery model will be co-designed with Partners – (Bendigo Health – Mental Health Services, BCHS Family Services, Spoke sites), paediatric service providers, and people with lived experience to provide a regionally based system response that improves access across prevention, primary and tertiary care in the Loddon region.

The LCHWL is a part of the Better Health portfolio that also involves the planning and provision of medical, paediatrics, chronic disease management, sexual and reproductive Health, refugee health nursing, workplace health, multi-disciplinary centre nurse, social support in Elmore, physiotherapy, dietetics, and GPs in Schools.

Position Role

This position is an exciting new role will provide an opportunity for a suitably qualified Allied Health Assistant to work with children and their families to assist them to reach their full potential using a multi-disciplinary approach and case coordination.

The Allied Health Assistant will work in collaboration with an intradisciplinary team including Paediatricians, GPs, Nurses, Speech Pathologists, Psychiatrist, Family Services and Mental Health clinicians across partner organisations. The role will provide a holistic assessment, family centred care ensuring early intervention that responds to the changing needs of children and their families.

Position Responsibilities

The responsibilities of the position are:

- Work collaboratively with and provide support to allied health clinicians undertaking evidence-based assessment and interventions of children experiencing developmental, emotional, relational, and behavioural challenges.
- Provide intervention/s for patients, including the provision of a range of evidence-based approaches such as: brief interventions; single session therapy; and other strategies suitable for use with individuals experiencing psychological distress.
- Assist in the preparation and implementation of Allied Health group sessions

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- Accurately record and document client records and administrative information and collect and collate data to required standards.
- Participate in continuous quality improvement activities.
- Participate in the development of policies, procedures and processes that impact on the service and on the achievement of a high-quality service provision and relevant accreditation standards;
- Maintain and develop professional skills, in addition to monitoring innovations and new developments through continuing professional development;
- Participate in the monitoring and review of the LCHWL demand to ensure services remain accessible and equitable.
- Other duties as directed.

Key Selection Criteria

Essential

1. Qualification in Allied Health Assistant (certificate III or IV) or equivalent.
2. Proven experience as an Allied Health Assistant.
3. A passion for working with children and their families to enhance their health and wellbeing.
4. Demonstrated skills and experience in assisting with assessments care plans for children.
5. Demonstrated ability to engage and form therapeutic relationships with children and families with a diverse range of backgrounds in a variety of settings.
6. Personal commitment to provide culturally inclusive and safe support to diverse communities.
7. Demonstrated understanding of, and ability to maintain accurate client confidential records utilising electronic Client Management Systems as well as accurately recording targets and associated compliance documentation.
8. Excellent interpersonal skills and communication (verbal and written) skills.
9. Demonstrated ability to work as a member of a multidisciplinary team.
10. A current Working with Children Check and current driver's license.

Desirable

1. Demonstrated experience of practice and experience in working with children with complex developmental needs.

Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Senior Leader and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

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- Provide counselling and group work with demonstrated positive outcomes for clients through comprehensive assessments, case planning and clinical reviews.
- Show evidence of an integrated service delivery approach for clients.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect that BCHS aims to treat all people with respect, values diverse perspectives and participates in diversity training opportunities.

Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

Child Safety:

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BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children to reach their individual potential.

Other Essential Requirements

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- Salary Packaging is available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.

APPROVED