



## POSITION DESCRIPTION

**Position Overview:** A highly motivated and enthusiastic Allied Health Assistant to provide direct client care in a professional but friendly manner and participate in the general running of the practice.

<b>Position Title:</b>	Allied Health Assistant
<b>Type Of Employment:</b>	Part-time / Casual - ongoing
<b>Reporting To:</b>	Practice Principals
<b>Direct Reports:</b>	Nil
<b>Liaison:</b>	Patients Clinical Staff Suppliers Referring doctors Administrative staff Insurance providers
<b>Salary Range:</b>	As per employment contract
<b>Other benefits:</b>	

## **Organisational Overview**

Movewell Hub runs multi-disciplinary musculoskeletal health practices with a focus on general physiotherapy, exercise and pilates management, preventative and rehabilitative exercise within the ACT region. Movewell Hub also provides contracted health care services to external organisations including aged care facilities, sporting organisations and corporate clients.

## **Organisational Culture**

Movewell Hub is an organisation that is committed to excellence of healthcare and client service in an efficient, professional but friendly environment.

Movewell Hub is an equal opportunity employer in which harassment or unfair treatment of any kind is not acceptable.

## **Purpose of the position**

The purpose of this position is to provide a full range of Allied Health services to clients of the practice and external organisations. This includes the implementation and evaluation of effective strategies and programs for a wide range of conditions within the local community.

The quality of the overall client experience relies heavily on this position due to its service focus. The outcomes delivered will impact on whether clients choose to return to the practice and thus are an important aspect of the business.

## **Result areas.**

### **Provide clinical Allied Health treatment in accordance with best practice principals and within the policies and guidelines set out by the practice.**

- Within the context of each patient's circumstances, develop and deliver intervention strategies and comprehensive programs ensuring that to the extent possible, practice is evidence based.
- Liaise and maintain good communications with patients, particularly with respect to jointly setting goals in the development of treatment strategies and ensuring informed consent.
- Liaise and maintain good communications with interdisciplinary teams involved in patient treatment.
- Work within best practice guidelines with regard to delivering effective outcomes for patients.
- Keep accurate and timely clinical documentation that is recorded in a clear and concise format.
- Maintain a high level of clinical competence through ongoing education including reading, courses, seminars, research and other forms of professional development.

- Abide by all relevant legal requirements including occupational health and safety, privacy, equal opportunity etc.
- Ensure that the patient is treated with respect, privacy and dignity at all times.
- Contribute to minimising risk within the service.
- Maintain Professional Indemnity insurance cover of at least five million dollars.

### **General result areas.**

- To participate in the appraisal system, ensuring that organisational goals are achieved.
- To be familiar with the policies and procedures of the organization.
- To ensure records are accurate for the purpose of charging clients the appropriate fees.
- Ensuring that services are delivered within the constraints of fees reasonably chargeable for those services.
- Contribute to the ongoing improvement of both clinical and non-clinical systems and practices within the business.
- Contribute to the development of the business with respect to growth.

### **Personal result areas.**

- To maintain a client focus that includes empathy and responsiveness.
- To ensure that the role is approached with integrity.
- That a quality approach is maintained.
- To be responsible.
- Contribute to the development of the business with respect to growth.
- To maintain a level of physical fitness appropriate to delivering the services required.
- To maintain personal presentation appropriate to the work environment.

## **Key Selection Criteria**

### **Essential**

- Demonstrated commitment to high professional standards
- Demonstrated empathy for the needs of patients
- Excellent communication skills
- Excellent time management and prioritisation skills
- The ability to adapt to changing environments
- A strong customer service focus
- The ability to assess problems and develop creative solutions.
- The ability to function independently and within a team
- Ability to use computer based applications.

### **Desired**

- Certificate IV in Allied Health Assistant or relevant overseas qualification
- Experience in private practice
- Experience in liaising with referrers and compensable bodies
- Marketing skills