



Position Description

Allied Health Assistant

Department: Therapy and family Services

Reports to: North QLD Manager

Location: Townsville

POSITION PURPOSE:

The Allied Health Assistant’s (AHA) role is to implement treatment plans and create resources for clients and families under the supervision of an allied health professional. The AHA is expected to work within a flexible, transdisciplinary structure alongside other Therapy and Family Services employees to ensure clients’ and families’ needs are met and supported.

POSITION – KEY RESULT AREAS

The AHA may work in a variety of settings, which may include the Townsville office, Telepractice, playgroups, children’s homes, and community settings such as childcare centres, kindergartens, and schools.

ACCOUNTABILITY				
Has direct responsibility over	[1]		Recommends, advises, interprets	[2]
Shares responsibility with others	[3]		Provides information	[4]

Engagement and Interaction

Contribute to the establishment and maintenance of effective client-professional partnerships to optimise therapy outcomes. [1]

Contribute to the development of service policies and procedures as required. [1]

Timely follow-up of allocated tasks, including Cliniko record-keeping. [1]

Interacts professionally with clients and their families. [1]

General

Other duties, as directed by the North QLD Manager and Therapy and Family Services Manager. [3]

Comply with Deaf Connect policies and procedures for workplace health and safety, ensuring that you do not place yourself or others at risk of injury. [1]

Understand and work within the relevant parts of the Deaf Connect quality management system. [1]



DECISION MAKING

Decisions

Resource creation for clients and families

Recommendations

Appropriate for each family/client.

PRIMARY RELATIONSHIPS

Internally in Deaf Connect

North QLD Manager
Therapy and Family Services Staff
Deaf connect Staff

Purpose / Relationship

Line management, support & Advice
Supervision, Support, Advice, Consultation & Liaison
Organisational Support and advice

External

Clients and Families

Purpose / Relationship

Support, Advice, Consultation & Liaison

Persons/functions that report to this position

Nil

Role / Relationship

KNOWLEDGE AND SKILLS

Requirement for skills / Knowledge in this position

[N] None

[M] Moderate

[L] Little need

[I] Important

[D] Desirable

[C] Critical

	N	L	D	M	I	C
Innovating				*		
Planning				*		
Organising					*	
Patience & Friendliness						*
Customer/Client Orientation						*
Administration					*	
Auslan						*
Professionalism						*
Acceptance					*	
Problem Solving				*		
Deciding				*		
Implementing					*	
Communicating						*
Flexibility						*
Consulting						*
Participating						*

SELECTION CRITERIA

Essential

- Well-developed linguistic and cultural experience
- Well-developed interpersonal and communication skills
- Current Queensland Blue Card holder
- Current driver’s licence

Desirable

- Auslan language skills



Please sign below your agreement of the above position description

Print Name

Signature

Date