

ROLE DESCRIPTION

Torres and Cape Hospital and Health Service

Position Details (Role Details)			
Job Reference Number	TC353999	Closing Date	Wednesday 28 October 2020
Title (role title)	3 x Allied Health Assistant (Identified)	Location	Bamaga x 2, Cooktown x 2, Weipa x 2
Salary range	\$2,209.30 - \$2,307.90 per fortnight	Classification	003
Division/ Hospital and Health Service	Torres and Cape Hospital and Health Service	Branch/Work Unit	Executive Director Allied Health
Reports to	Executive Director Allied Health	No. Direct Reports	N/A
Status	Temporary Full Time until 30.06.2021	Online Applications	www.smartjobs.qld.gov.au
Contact Name	Amy O'Hara	Contact Number	0431 120 504

Your employer – Torres and Cape Hospital and Health Service

About Us:

Torres and Cape Hospital and Health Service (TCHHS) is the largest provider of public healthcare services across the most northern remote areas of Queensland. TCHHS provides health services to a resident population of 26,966 with 67% identifying as Aboriginal and/or Torres Strait Islander people. The range and type of services provided are defined in a formal Service Agreement with the Department of Health. Services are provided across 35 facilities (4 hospitals and 31 primary and community health services) by more than 1000 staff.

For further information visit the [TCHHS website](#)

Our purpose:

Deliver health services that maximise potential for wellness by:

- Creating seamless patient journeys
- Embracing cultural diversity
- Collaborating and connecting with communities and agencies
- Enhancing the capacity and capability of the workforce
- Maximising the use of technology

Purpose of the role

The purpose of this position is to contribute to patient care by providing supporting tasks delegated under direct or indirect supervision of an Allied Health Professional. This includes completing both clinical and non-clinical support activities at Cooktown Multipurpose Health Service, Eastern Cape York Primary Health Care Centres, and Aged and Disability Service facilities and may include some community and client home based tasks.

Key responsibilities would include, but not limited to:

This position's primary responsibilities are to ensure that comprehensive primary health care is appropriate and readily available to the members of the public through:

- Fulfil the responsibilities of this role in accordance with QPS values as outlined below.
- Actively contribute to the provision of a safe and healthy workplace by following all relevant sections of the Work Health and Safety Act and Regulations (QLD) and associated codes of practice, other relevant state and federal legislation as well as TCHHS and Queensland Health workplace health and safety policies and procedures. The provision of a healthy and safe workplace within TCHHS is everyone's responsibility.
- Support the Allied Health service in the provision of clinical services to patients by:
 - Implementing a defined range of basic therapy procedures and activities as directed by the treating Allied Health professional, including individual and group therapy.
 - Maintaining close communication with the Allied Health professionals, patients, families and other health professionals, regarding patient care and progress, including relevant clinical documentation and statistics collection.
 - Contribute to patient records according to organisational guidelines and legal requirements.
 - Undertaking non-clinical tasks including, maintaining clinical areas, retrieval, cleaning and maintaining of equipment as well as performing routine clerical and administrative duties.
 - Utilising of several computer programs and online systems in order to facilitate both clinical and non-clinical duties
 - Actively contribute to a multidisciplinary team through meetings, case conferences and multidisciplinary activities.
 - Contributing to quality improvement activities and quality control tasks as directed.
 - Plan, promote, implement, evaluate and participate in preventative health education programs in conjunction with other health professionals as required.
- Liaise, consult and build rapport with community ensuring that the services provided are culturally appropriate
- Develop quality management skills in relation to the delivery of Allied Health services by initiating, implementing and evaluating workplace instructions and quality activities, relevant to the position and supporting organisational change.
- Facilitate and monitor self-development to ensure ongoing education in order to meet professional competency and mandatory training requirements.
- This position involves manual tasks and assistance. Applicants will be expected to cope with the physical demands of this position.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Employees who are appointed to the TCHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.

What are we looking for?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience, the ideal applicant will be someone who can demonstrate the following:

- Well-developed self-management skills, including time management, ability to organise and prioritise tasks, and complete duties in a timely manner with minimal supervision
- Demonstrated experience in work related activities relevant to this position, including teamwork and organisational responsibilities.

- Demonstrated experience in provision of patient focused assistive therapy including patient handling, delivery of therapy programs, interaction with patients, functional transfers and functional activities. Experience in a health service setting is highly desirable.
- Well-developed interpersonal and communication skills with the ability to liaise effectively with colleagues, and the general public in a cross-cultural environment including:
 - Verbal communication
 - Written documentation
 - Computer skills including demonstrated competence with the use of Microsoft Office and email skills

Mandatory qualifications/professional registration/other requirements

The essential requirements for this role are:

- Whilst not mandatory, a relevant qualification such as a Certificate IV in Allied Health Assistance would be highly regarded, willingness to acquire the relevant qualification will also be well regarded.
- Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander Community.

Specific working conditions

- This position requires the incumbent to operate a 'C' Class Drivers Licence. An appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- Travel across the TCHHS may be a requirement of this position in commercial and/or light aircraft and 4WD vehicles.

Employee obligations

- It is a mandatory condition of employment in this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) hepatitis B.
- Potential applicants are advised that the Commission for Children and Young People and Child Guardian Act 2000 requires Queensland Health to seek a 'working with children check'; from the Commission for Children and Young People and Child Guardian prior to appointment to this position.
- Potential applicants are advised that Section 63-1A of the Aged Care Act 1997 requires Queensland Health to seek a criminal conviction record report from the Australian Federal Police; conduct a search of bankruptcy records; and conduct previous employment and referee checks.
- Pre-employment screening, including criminal history and discipline history checks, will be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.

How to apply

Please submit the following for the panel to assess your suitability:

Your **resume**, including a comprehensive employment history, the qualifications you hold and the contact details for at least two referees (Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years).

A **short statement (Max 2 pages)** that gives details of your skills, experience and knowledge as required on the role description under the heading 'what are we looking for?'

Submit your application via www.smartjobs.qld.gov.au

- Please review the additional supporting documentation in the folder “information for applicants”.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Hand delivered applications will not be accepted.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

Additional Information

- Applications will remain current for the duration of the vacancy.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>).
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the Workers’ Compensation and Rehabilitation Act 2003 <https://www.worksafe.qld.gov.au/laws-and-compliance/workers-compensation-laws/laws-and-legislation/workers-compensation-and-rehabilitation-act-2003>

The Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values, underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers first	Ideas into action	Unleash potential	Be courageous	Empower people
Know your customers	Challenge the norm and suggest solutions	Expect greatness	Own your actions, successes and mistakes	Lead, empower and trust
Deliver what matters	Encourage and embrace new ideas	Lead and set clear expectations	Take calculated risks	Play to everyone's strengths
Make decisions with empathy	Work across boundaries	Seek, provide and act on feedback	Act with transparency	Develop yourself and those around you

Organisational Structure

