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| Mid Murray Homes for the Aged Inc  POSITION DESCRIPTION | | | | | |
| Position Details | | | | No. | 1 |
| **Position Title:** | | Allied Health Professional  (Physiotherapist/Occupational Therapist) | Employment Status: Continuing/Temporary/Casual | Permanent/Fixed Term | |
| **Division:** | | Mid Murray Homes for the Aged | FTE: Full-time/Part-time | Part Time/Full Time | |
| Business Unit: | | Aminya Residential Aged Care Services | Award /Level or Grade Health Professionals & Support Services Award 2010 | Level 2/3 | |
| Reports To: | | Care Manager | **Date Last Reviewed:** | 12 March 2020 | |
| Direct Reports: | | Nil | | | |
| Relationships Internal: | | This position is required to have effective relationships and communications with all staff and residents. | | | |
| Relationships External: | | The position interacts and communicates with all stakeholders in the aged care sector and broader service sector including physical and mental health, training and education. This includes liaison with community networks with a range of external agencies, service providers, business authorities and all cultures including homeless and vulnerable sectors of the community. | | | |
| Aminya Values | | | | | |
| **Vision**  **Mission**    **Philosophy** | Our vision is to be recognised as an organisation which promotes a positive and innovative environment for our resident’s by ensuring the delivery of high quality care services through consultation and quality management.  Our mission is to promote and enhance the quality of life of the residents entrusted to our care. The following statements support our commitment to our mission:   * Our residents are treated with dignity and respect * Our residents feel safe and secure in their home * Our residents religious and cultural identity is respected and nurtured * Our residents sexual expression, sexual orientation and intimate preferences are respected and supported * Our residents receive an appropriate standard of care to meet their individual needs without encroaching on their right to maintain their independence * Our residents are supported to conduct activities that carry an element of risk through consultation and risk mitigation strategies * Our residents’ privacy and confidentiality is upheld * Our residents are always treated as individuals; and acknowledged as the experts in their own care.   It is our belief that the residents of Aminya should continue to live a fulfilling and purposeful life by maintaining their relationships, preferences and individuality.  It is our hope that each and every resident will consider Aminya to be their home. | | | | |
| Primary Purpose of Position [relate to Aminya’s Strategic Plan and long-term objectives] | | | | | |
| In accordance with the vision, mission and values of Aminya is responsible for providing high quality Allied Health services that meets the needs of residents.  Be a valuable team member working in conjunction with the Aminya nursing and ancillary staff, which has an interface with other aged care services providers. Maintaining a business network that supports the work of organisations striving to assist frail older people and their carers living in the community.  The key focus is to assist all the staff with providing aged care services within Aminya and to identify innovative and responsive projects, underpinned by a philosophy of wellness and enablement and to maximize independence. This will facilitate collaborative and support aged care service stakeholders and contribute to sector support and development in the delivery of high quality entry level care services for clients. | | | | | |
| Process and Service Responsibilities | | | | | |
| * Aged Care Sector and Community Stakeholder Support | | | | | |

**PERSON SPECIFICATION**

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| **Criterion** | **Description** |
| **Essential Qualifications** | * Current (or be eligible for) registration with AHPRA (Australian Health Practitioner Regulation Agency) as a Physiotherapist and/or Occupational Therapist. * Tertiary degree (or equivalent) * Valid Senior First Aid Certificate |
| **Experience and Understanding** | * Proven experience in providing assessment and treatment of musculoskeletal, neurological and respiratory conditions using an evidence based and problem solving approach to care provision. * Empathy and an understanding of the ageing process. * Experience using computerised clinical documentation systems. * Supportive patient/resident interaction in ageing facilities. * Commitment to the promotion of a culture for continuous improvement. * Understanding of how employee interaction impacts with aged care issues. |
| **Knowledge** | * Knowledge of current practices in line with current training. * Quality Improvement Principles. * Current knowledge of aged care sector reforms. * Department of Health and Ageing Accreditation Standards. * Risk Management and Manual Handling Principles. * An understanding of ACFI (Aged Care Funding Instrument) and/or a willingness to learn the Aged Care Qualifications Standards. |
| **Skills and Attributes** | * Strong interest in an understanding of physiotherapy and/or occupational therapy for aged care residents and the role in assessing residents. * Ability to work both independently and also as a valuable team member. * Exceptional time management and organisational skills. * Must be self-motivated and responsive to a situation where a high level of professional autonomy is required. * Professional written, oral and verbal communication skills, including computer literacy. |
| **Relevant Legislation** | * Equal Opportunity Act 1984 * Return to Work Act 2014 * Aged Care Act 1999 * Aged Care (LLLB) Act 2013 * Other relevant legislation pertaining to the role |
| **Specific Job requirements** | * Provide services to acute residents (musculoskeletal, neurological and respiratory) and, * Residential Age care annual reviews, or as requested by the nursing staff. * Work collaboratively with other members of the medical and nursing team. * Develop, co-ordinate and evaluate health programs for residents. * Act as a consultant to the Medical Officer and nursing staff in regard to the management of physiotherapy cases to ensure appropriate care is provided to residents. * Adherence to all AHPRA and APA ethical principles. * Complete and maintain up to date mandatory education. * Ensure all documentation is completed and satisfies legal and policy guidelines. * Continually evaluate and modify service delivery in order to meet ongoing resident needs such as through the utilisation of regular Quality Assurance Activities. |
| **Authorisations and Delegations** | Authorisations and delegations are in accordance with the appropriate Acts,  Regulations, Aminya Guidelines and the Aminya's Register of Authorisations and Delegations. |

**KEY RESULT AREAS**

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| **Key Result Areas** | **Key Responsibilities** [activities that achieve each KRA] |
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| Support Aminya to provide and achieve superior aged care service levels | * Implement evidence based intervention to guide assessment, treatment and consultancy referrals for residents. * Broker, coordinate and/or deliver best practice care in line with current standards. * Actively participate in achieving care standards to ensure ongoing certification/accreditation. * In conjunction with the HR Manager, ensure the development and maintenance of Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the employee’s and residents’ health and safety and the health and safety of others, i.e. visitors |

**ORGANISATIONAL RESPONSIBILITIES**

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| **Key Result Areas** | | **Responsibilities** [activities that achieve each KRA] |
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| **General conditions of employment** | * Aminya is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its workplace. * Aminya provides a smoke free environment and within Aminya’s premises is prohibited. * Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions. | |
| **Policies and procedures** | The role is performed in accordance with Aminya’s Policies and Procedures and the Code of Conduct for Employees. | |
| **Work health and Safety** | Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:   * Carry out their roles and responsibilities as identified in the Aminya’s WH&S and Injury Management policies and procedures. * Participating in Aminya quality management systems and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis * Comply with the requirements of the RTW Act 2014 * Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management. * Undertake training provided to protect the Employee’s health and safety whilst at work. * Follow reasonable instructions and Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee’s health and safety and others. * Possess a sound understanding of human resource principles with regards to training and development, equal opportunity, WH&S and associated policies. * Participate in mandatory Health and Safety training sessions * Identifying and reporting incidents and hazards in the workplace | |
| **Privacy and Confidentiality** | * Applying the principles of privacy and confidentiality to all work practices * Adhering to Aminya’s Privacy of Information Policy and Procedure at all times * Maintaining confidentiality to all residents, clients, volunteers and staff * Ensuring that any “Confidential Information” that becomes known through the course of employment with Aminya is kept confidential * Business or operational interest * Methodology and affairs * Financial information * Anything else that is notified as being confidential | |
| **Records management responsibilities** | Employees have an obligation to meet the requirements of the State Records Act, to comply with Aminya’s Records Management Policy, Procedures and Standards and to properly use Aminya's Records Management Systems | |

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| **SIGNATURE:** | |
| **Employee:** |  |
| **Authorised delegate:** |  |
| **Date:** |  |



**APPLICANT INFORMATION**

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| ***Vacancies and Selections***  Vacancies are open to any person. For permanent positions, applicants must be an Australian citizen or have permanent resident status.  ***Applications & Person Specification***  Your application should contain:   * Covering letter * claims addressing the Person Specification * your curriculum vitae (cv) or resume * the name and contact details for at least two referees   All applications are placed on files, therefore folders and binders used for presentation purposes are not necessary. | If you are applying for two or more advertised vacancies, you must submit a separate application for each vacancy.  Your application should provide a brief working history outlining positions held and your major responsibilities and achievements and include any relevant qualifications.  In your application, you need to address the person specification, stated in the job description and demonstrate your competency and suitability for the vacancy. Include examples of your experience and knowledge. To be considered for the vacancy you must meet all essential selection criteria. |
| ***Reference Checks***  Referees provided by applicants will be contacted during the selection process.  ***Criminal History Checks***  For some vacancies, successful applicants will be required to undergo a criminal history check before the selection process is finalised.  ***Equal Employment Opportunity***  Aminya aims for an inclusive and diverse workforce. All equal employment opportunity (EEO) groups are encouraged to apply. | ***Additional Information***  If you require additional information regarding the recruitment process, please contact Karen Lyall Human Resource Officer on 08 8569 1749.  If you require specific information regarding the vacancy, please contact Simone Bailey, Business Manager on 08 8569 1749.  **Closing Date: 5-00 pm on 11 June 2021** |
| ***Where to Send Applications***  Applications should be forwarded by one of the following methods:   * email to the HR Officer marked confidential to:   [hr@aminya.net.au](mailto:hr@aminya.net.au)   * Post marked confidential to:   Human Resource Officer  Aminya Aged Care 14 Adelaide Road  MANNUM SA 5238 | ***Please ensure that all emailed applications and attachments, are in a format compatible with Microsoft Word or Adobe Acrobat.*** |