



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Expectation of Employees

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 – Allied Health Assistant

This document explains the work of the Allied Health Assistant in the Child Development Team & the School Readiness Funding Team and the outputs they will need to deliver.

Position:	Allied Health Assistant
Directorate / Service / Program:	Community Health Paediatric and Counselling Service
Industrial Instrument Name:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022) (HSUA 1&5 EA)
Instrument Classification:	Allied Health Assistant – Grade 1
Reports to:	Program Manager
Effective Date:	April 2024

Key Deliverables

- Provide assistance within the Child Development and School Readiness Allied Health Teams to support family-centred, effective and efficient service delivery
- Support both individual and group therapy across the teams, including in the development of Educator Talks
- Assist clinicians with the provision of quality goal focused care using evidenced informed strategies
- support delivery of the Parent Child Mother Goose (PCMG) group programs
- support Clinical Lead/ Manager Child Development, Allied Health Services with review and update of templates, forms, newsletters that are used in service delivery.
- Work effectively in a multi-disciplinary team
- Prepare and implement programs for children groups under the direction and supervision of clinicians.
- Assist with the planning, preparation and running a range of groups programs which focus on skills development and tracking of improvements
- Perform service delivery tasks including communication with parents, following up, assisting with completing registration, facilitating referrals, sending reminder calls/ text Messages
- Feedback to the supervising clinician outcome of interventions and any observed changes in child's development to meet goals of intervention.
- Ensure that preparation and room is set in accordance with requirements for all groups prior to the commencement and that the resources are readied for another



activity at the completion of each session

- Ensure equipment and resources are safely utilised and maintained in a good condition and in compliance with infection control policies, procedures and work instructions
- Contribute to database entry and reporting requirements for the groups and individual contacts
- Provide prompt response to all relevant enquiries (telephone/ in person) and document in electronic health record.
- Ensure that the appropriate communication for CALD and indigenous clients is culturally sensitive, and interpreters are engaged as required
- Ensure confidentiality and privacy is maintained
- Document direct and indirect service activities in the client's electronic health record
- Contribute to the coordination of Child Development Team services including management of the waiting lists in accordance with funding priority criteria and to meet consumer and business goals
- Monitor client and group waitlists in the Client Management System (TrakCare) on a regular basis
- Group administration including ensuring relevant group, medical and other administration forms are completed
- Participate in regular team meetings and undertake agreed tasks
- Any other duties appropriate to the position as directed by the Clinical Leads and/or Program Manager
- Maintain relevant skills and knowledge through participation in relevant in-service educational programs. Networks, workshops and seminars
- Participate in formal supervision and actively seek supervision when needed
- Participate in performance review process in accordance with organisational requirements

Qualifications and skills

- Certificate III or IV in Allied Health Assistant
- Early Childhood qualification
- Understanding of children's developmental stages
- Experience working/ interacting with young children
- Training as a Parent- Child Mother Goose Teacher
- First aid and CPR
- High level verbal and written communication, interpersonal and negotiation skills.
- Exceptional time management, ability to prioritise workload and meet deadlines.
- Ability building rapport and develop respectful relationships with families and children.
- Emotional intelligence, personal resilience, and tenacity.
- Advanced computer literacy.

Physical Requirements:

- able to sit at a computer for up to 4-6 hours per day.
- ability to travel between EACH office locations.
- ability to travel within the service area and meet with families and services in the community.