

POSITION DESCRIPTION

POSITION	ALLIED HEALTH ASSISTANT
DATE	June 2022
PRIMARY PURPOSE OF POSITION	To complement the Allied Health Clinicians role directing and supporting effective client centred leisure, remedial, educational, and diversional programmes.
RESPONSIBLE TO	Allied Health Coordinator
FUNCTIONAL RELATIONSHIPS	All QE Health staff QE Health Clients
HOURS OF WORK	As per IEA

QE Health is located on the lakefront at the northern end of the Rotorua central business district. It is close to many amenities including hotels and motels. QE Health is a private company delivering a range of holistic services including rehabilitation, musculoskeletal conditions/rheumatology, orthotics, medi-spa and fitness programmes to local, national, and international clients/clients. These services are funded through both privately paying clients and government contracts (primarily District Health Boards and ACC). The business has been in operation since 1942 and has a proud history in Rotorua based on the healing properties of thermal waters fed by geothermal springs. During the 1940s it was the centre of rehabilitation and treatment for returning servicemen from WWII and since that time has developed into a nationally renowned specialty centre including involvement in rheumatology and rehabilitation research. QE Health has a team of skilled practitioners and dedicated staff who are passionate about the work they do.

Vision: Enhancing Mind, Body, and Spirit

Mission: We maximise quality of life through an holistic focus on wellbeing and a person-centred approach using medi-spa and rehabilitation therapies.

Values:

Professionalism and Integrity – we will provide the highest quality of care whilst delivering our service in accordance with legislative, contractual, and ethical requirements

Respect and trust – we will treat our clients and each other with dignity and respect, creating an environment of trust, and recognise and respond to the cultural diversity of others

Teamwork – we will work together helping each other to achieve outstanding results

Open communication – we will communicate constructively with openness and honesty

Strategic Goals: The Board and Community Trust have set out the following strategic goals for the organisation:

Enable people to live productive lives – provide quality and good value services to those who will benefit;

Build trust and confidence in QE Health – as a service provider and as a business;

Be the provider of choice – for Medi-spa, rehabilitation and musculoskeletal programmes;

Work with stakeholders to build value – identify key local and national relationships appropriate to QE Health goals and services, and purposefully develop these to mutual benefit;

Maintain good clinical and business practice – so as to be a solid and sustainable business.

PERFORMANCE EXPECTATIONS

Client Care	<ul style="list-style-type: none"> Facilitate community leisure group classes and Inpatient Programme group leisure classes. Maintain and update client records as required. Complete administrative tasks and housekeeping duties associated with leisure programmes. Take responsibility to plan and lead assigned groups as directed by Allied Health Clinicians Complete client documentation within the QE client management systems. To prepare, coordinate and maintain equipment and resources within the leisure room Source resources as needed Manage client bookings and referrals for the leisure programmes. Assist with other QE lead group classes, that are reasonable, as and when required Attend Allied Health Team meetings and In-services Attend MDT meetings where appropriate.
Self-Management	<ul style="list-style-type: none"> Manage your time to adhere to daily rosters Maintain self-development using available resources, identify, and suggest developmental training needs. Be adaptable and respond appropriately to on-going changes. Maintain business standards for behaviours and professionalism at all times Manage your personal health and wellbeing, including complying with scheduled work breaks and workplace health and safety requirements.
Team Player	<ul style="list-style-type: none"> Support and encourage other team members. Identify and/or develop collaborative working relationships. Contribute to the wider team by supporting projects and wider QE Health activities. Actively contributes to the development and success of QE Health's performance.
Workplace Health and Safety	<ul style="list-style-type: none"> Ensure leisure environment is safe at all times. Company health and safety policies are read and understood and relevant procedures applied to their own work activities. Workplace hazards are identified and reported, including self management of hazards where appropriate. Can identify health and safety representative for area.
General	<ul style="list-style-type: none"> Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction

COMMUNICATION

- Responds appropriately to clients/staff questions, requests, and problems.
- Establishes and maintains a rapport and trust with clients/ staff.
- Communicates clearly and appropriately within own team and with other teams in QE Health.
- Uses skills to clarify and to confirm understanding of information received.

PROFESSIONAL DEVELOPMENT

- Seeks to learn, develop and improve own practice.
- Contributes to continuous quality improvement in QE Health-wide service delivery.

LEGAL AND ETHICAL RESPONSIBILITIES

- Acknowledges own personal beliefs and values, and works in a way that respects the right of others to hold their own personal beliefs and values.
- Operates within the intent of the Treaty of Waitangi by demonstrating cultural awareness through partnership, protection, and participation.
- Complies with clients/staff confidentiality and privacy regulations.
- Challenges practices that could compromise clients/staff safety, dignity, or privacy.
- Recognises expectations and limitations of own practice.
- Takes responsibility for own actions and outcomes.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	N/A	N/A
Experience	N/A	Experience in working with adults and elderly or people with disabilities
Skills	Effective time management skills. Effective communication/ interpersonal skills. Instruction and education.	Computer skills
Qualities	Ability to work collaboratively in a team. Physically able. Flexible/adaptable. Interest in learning. Mature. Self directed.	N/A