Allied Health Professional in Training

STATEMENT OF DUTIES SEPTEMBER 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Student Support
Supervisor	As specified
Award/Agreement	Allied Health Professionals Public Sector Union Wages Agreement
Classification	Allied Health Professional Level A
Employment Conditions	Fixed-term, Full-time, up to 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Interstate and intrastate travel may be required.
Location	Statewide

Primary Purpose

This role is designed to facilitate the employment of social work and speech pathology students, during the period encompassing the completion of pre-entry tertiary program requirements until their qualification is conferred and essential requirements for employment as an AHP Level 1-2 are met.

The role supports the effective provision of services and service delivery performance, through supporting the achievement of objectives and outcomes for DECYP Professional Support Staff services.

The role may be used to employ these students across the course of their final year of study.

Level of Responsibility/Direction and Supervision

Employees at this level are not autonomous practitioners and must work under the direct supervision of an experienced Allied Health Professional of the same profession, to provide a limited range of routine tasks, for which the employee has been deemed competent to perform by their supervisor, and is consistent with professional standards, established practices or methods and operational guidelines, systems and processes.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Participate in induction and orientation activities and complete mandatory training.
2. Under direct supervision and close direction from an experienced DECYP School Social Worker or Speech and Language Pathologist, provide a beginning school support service as per induction and required by their Senior for students consistent with the occupant's capacity, qualifications and experience.
3. Ensure required student information is documented in appropriate administrative and clinical records including but not limited to referrals, consent, details of assessments, interventions, education/advice, progress summaries, and other correspondence.
4. Participate as a member of the multi-disciplinary team and contribute to the implementation of the Department for Education, Children and Young People Strategic Plan and build effective relationships with students, colleagues, and stakeholders to support safe, high-quality, and effective services.
5. Contribute to management activities under direct supervision, including governance related activities and collection of statistics, data, and other information for legal, statistical, and evaluation purposes.

6. Participate in activities related to education and training, research, quality improvement, service improvement, projects, policy and or regulation under direct supervision.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated professional knowledge and skills approaching the threshold for entry to practice, and understanding of relevant legislation, regulations, professional standards and established practices and methods.
2. Ability to work under close supervision and use sound reasoning skills to explain decision making to supervisors, school staff and students.
3. Ability to relate to students, parents, educational teams, and external professionals using sound oral and written communication and interpersonal skills.
4. Ability to work in a team and build effective relationships with staff, students and other stakeholders.
5. Ability to participate in activities related to education, training, research, quality improvement, service improvement, projects, policy and/or regulation and collect required statistics, data and other information.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential	• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) • Currently enrolled in the final year of a tertiary qualification/program of study accredited by the Australian Association of Social Workers (AASW) and eligible for student membership with the AASW; or • Currently enrolled in the final year of a tertiary qualification/program of study accredited by Speech Pathology Australia and eligible for student membership with Speech Pathology Australia.

Working within the Department for Education, Children and Young People



Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at http://www.dpac.tas.gov.au/divisions/ssmo together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at Department for Education, Children And Young People: Information technology policies

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – DATE

Request:
Date Duties and Selection Criteria Last Reviewed: 07/24 GB