



Therapy Assistant Position Description

Our Vision

We are recognised for care that provides healing, hope and a greater sense of dignity, especially to those most in need.

Our Mission

To continue the healing mission of Jesus Christ.

Our Values

Hospitality Manaakitanga

A welcoming openness to all; to the familiar and the mystery of self, people, ideals, experience, nature and to God.

Compassion Aroha

Feeling with another in their discomfort or suffering and striving to understand the other's experience with a willingness to reach out.

Respect Whakaute

An attitude treasuring the unique dignity of every person and recognising the sacredness of all creation.

Justice Tika

A balanced and fair relationship with ourself, neighbour, all of creation and God.

Excellence Hiranga

Giving the optimum standard of care and service within available resources.

Role, Purpose and Scope

To assist with daily routine therapy tasks including overseeing therapy programmes and exercise classes under the supervision of the Senior Physiotherapist/Physiotherapist.

Authorities

As per St John of God Hauora Trust's Management Authority Matrix and as delegated by the Chief Executive Officer.

1 Key Relationships

Reporting Relationships	
Responsible to	Senior Physiotherapist/Physiotherapist
Responsible for	Nil.
Functional Relationships	
The Therapy Assistant will develop and maintain excellent relationships with the following colleagues, customers and clients for the purposes stated below.	
Internal Relationships	
Who does the job holder work or interact with inside St John of God Hauora Trust	The purpose and frequency of these interactions is to:
Care recipients	Delivery of high quality services that support care recipients in a manner consistent with mission, values and contractual requirements.
General Manager Health and Ability Services	Share information and take direction on the delivery of all rehabilitation and therapy services.
Rehabilitation and Therapy Team Leader, Residential Services Manager and Community Homes Manager	Plan, deliver and monitor all rehabilitation and therapy services.
Health and Ability Services staff	Communicate and interact as necessary to ensure excellent delivery of rehabilitation and therapy services.
Chief Executive Officer and Support Services Office managers and staff	Discharge responsibilities involving: finance and procurement, project management, business development and communications, human resource, information and communication technology, Mission, risk management, quality monitoring and management and health and safety.
External Relationships	
Who does the job holder work or interact with outside St John of God Hauora Trust	The purpose and frequency of these interactions is to:
Care recipients families and representatives	Liaison as required to ensure good flow of information, effective problem solving and excellent delivery of services.
Volunteers	Communicate appropriate health and ability information with volunteers.
Visitors	Facilitate appropriate visiting arrangements.

2 Key Result Areas

2.1 Deliver Services to a High Standard

2.1.1 Key Responsibilities Include

- Manage and/or perform all physiotherapy assistant functions necessary for care recipients as directed by the Senior Physiotherapist/Physiotherapist.
- Provide services in a manner that meets the cultural needs of service recipients.
- Behave in a manner consistent with St John of God Hauora Trust Mission and values.

2.2 St John of God Hauora Trust Practice

2.2.1 Key Responsibilities Include

- Keep current and comply with St John of God Hauora Trust's systems, policies and procedures and relevant legislation, and constantly look for ways to improve processes and procedures.
- Make best endeavours to honour obligations to tangata whenua, mana whenua under Te Tiriti o Waitangi.
- Provide high quality, professional services and showing courtesy and respect in interactions.
- Demonstrate an honest respect for and appreciation of biculturalism and diversity by supporting fair treatment and equal opportunities for all.
- Contribute to the sustainability efforts of St John of God Hauora Trust through the responsible use of resources and equipment.
- Demonstrate commitment to professional development, taking advantage of learning opportunities.

2.3 Risk Management

2.3.1 Key Responsibilities Include

- Contribute to proactive risk management for St John of God Hauora Trust, consistent with risk management policies and practices across the organisation.
- Provide robust and well considered advice to management on relevant risk, assurance and business improvement matters.

2.4 Health and Safety

2.4.1 Key Responsibilities Include

- Comply with Occupational Health and Safety Legislation and Regulations.
- Observe and role model all St John of God Hauora Trust's safe work policies, procedures and instructions.
- Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace.

2.5 Mission

2.5.1 Key Responsibilities Include

- Understand, support and promote the Mission and Values of St John of God Health Care.
- Demonstrate attention to the needs of the client to privacy, dignity and the maintenance of confidentiality.
- Provide a positive and supportive environment for colleagues.

2.6 Projects or Other Duties

Carry out other duties which may reasonably be required from time to time in the course of St John of God Hauora Trust's business and which fit the role's purpose as stated, and for which the position holder is qualified or has received adequate training or instruction.

3 Key Tasks

The following are key tasks of the role but this is not exhaustive and other tasks can be added at the discretion of management. A key focus of the role is to provide excellent assistance to the Senior Physiotherapist/Physiotherapist and carry out all tasks as instructed.

- Work as a team with the Senior Physiotherapist/Physiotherapist, ensuring all care recipients receive therapy intervention appropriate to their needs;
- Establish rapport with individual care recipients to facilitate their ability to participate in their programme;
- Work independently but within scope of practice as defined by the Senior Physiotherapist/Physiotherapist, completing prescribed tasks such as passive range of movements, set exercise programmes, use of the tilt table exercise classes, administration tasks, group sessions and one-on-one therapy assistant sessions;
- Activities are initiated in consultation with the Senior Physiotherapist/Physiotherapist to meet the needs of the care recipients;
- Regularly reports to Senior Physiotherapist/Physiotherapist and completes documentation as required;
- Demonstrates the ability to effectively communicate with people with reduced communication skills, showing appropriate empathy and understanding;
- Refers queries regarding care recipient treatment/condition to Senior Physiotherapist/Physiotherapist or appropriate clinical team member;
- Care recipient and staff safety is maintained at all times;
- Displays competency in moving care recipients in wheelchairs (electric and manual), transfer techniques, including use of a range of equipment, and performing other relevant care-giving skills;
- Completes required tasks such as auditing of equipment, hoist slings, cushions and sliding sheets;
- Participates as required and training in manual handling education sessions;
- Ability to complete care tasks as required such as changing for hydrotherapy;
- Competently displays knowledge of fire and emergency procedures;
- Attendance at relevant core training and in-service education courses as required on a continuing basis, including Mission workshops, Fire Safety and Emergency Management, Infection Control,

Basic Life Support, Back Care and Manual Handling Participation in and assistance with other education opportunities as available.

4 Performance Criteria

St John of God Hauora Trust has a Performance Management System which is undertaken annually. During this process, the manager and staff member will discuss and agree what contribution the staff member is expected to make during the review period towards achieving St John of God Hauora Trust's objectives. Objectives (consistent with the Key Result Areas and Behaviours in this Position Description and St John of God Hauora Trust's Strategic Plan); performance measures (indicators of achievement) and the support (including development) required by the staff member to achieve these objectives will be agreed.



Therapy Assistant Person Specification

Education

- No specific requirements.

Candidates shortlisted for interview will be required to present original documentation and photocopies of qualifications at the initial interview. Human Resources will verify the qualifications, and arrange for validation by the awarding bodies.

Required Registrations/Certificates/Licences or Memberships

- Current full drivers licence.

Technical or Professional Knowledge, Skills and Experience

- Familiarity with and adherence to the “Physiotherapy New Zealand Guidelines for the use of physiotherapy assistants/support workers” by Janet Copeland, Senior Research and Policy Advisor (September 2012);
- Experience in caring for people with physical and neurological disability in particular but not restricted to traumatic brain injury, Multiple Sclerosis, Huntington’s Disease, Cerebral Palsy, and stroke.

Candidates who successfully reach the final stages of the selection process for this role will be required to undergo Criminal Conviction screening. A satisfactory report from the relevant agency will be a condition of employment.

Behaviours

Customer Focus

Developing and sustaining productive customer relationships and making their needs a primary focus of one's actions.

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals.

Work Standards

Setting high standards of performance for self and others, and assuming responsibility for successful completion of tasks.

Continuous Learning

Actively identifying new areas for learning, seizing learning opportunities, and learning through the application of newly gained knowledge and skills.

Decision Making

Making logical and informed decisions using a methodical, thorough process to choose between alternative courses of action.

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans.

Communicating with Impact

Clearly conveying information and ideas through a variety of media in a manner that engages the audience and helps them understand and retain the message.

Managing Work (Includes Time Management)

Effectively managing one's time and resources to ensure that work is completed efficiently.

Responsiveness

Acts fairly and impartially in all dealings with others, respecting their rights and needs, demonstrating an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs. Incorporates cultural responsiveness and Equal Employment Opportunities principles into work practices and promotes Equal Employment Opportunities policy to peers and others.