

## **POSITION DESCRIPTION**

# **Canterbury**

## **District Health Board**

Te Poari Hauora o Waitaha

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

**Therapy Assistant  
Child Development Service**

### **REPORTS TO (Title):**

Clinical Manager, Child Development Service.  
The service is accountable to the Director Allied Health, Christchurch Hospital

### **PRINCIPAL OBJECTIVES:**

The position exists to provide assistance and support to the therapy team of the Child Development Service

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customers/consumers/patients)

#### **INTERNALLY:**

- Clinical Manager, CDS
- CDS Therapy Team: Physiotherapists, Occupational Therapists, Social Worker, Psychologist, Speech Language therapist, Dietician.
- Admin staff at CDS
- ASD Coordinator, Child development Coordinator, CNS Child Development Christchurch Campus.
- CDHB support services
- Students
- Paediatricians, Orthopaedic Surgeons and other specialists involved with the children
- CDHB Allied Health and Nursing Clinical Staff
- CDHB, Christchurch Campus Director of Allied Health

## **EXTERNALLY:**

Children, Families / Whanau and caregivers  
Ministry of Education – Early Intervention, School Therapist, Special Education Services  
Enable New Zealand  
Other early intervention services  
Other professionals involved with children  
Non government organisations  
Resource/equipment suppliers and courier services

## **KEY TASKS AND EXPECTED RESULTS:**

<b>Task</b>	<b>To support the therapy team in their work with children and families / whanau and caregivers.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"><li>▪ Assists therapists with patient treatment plans and programmes.</li><li>▪ Maintains regular liaison with therapists so both parties understand work requirements and respective roles.</li><li>▪ Discusses patient interventions with therapists ensuring therapist is aware of patient progress and any changes.</li><li>▪ Assists and contributes to group sessions e.g parent education group, and other groups as required.</li><li>▪ Works under supervision of CDS therapists</li><li>▪ Attends and assists hydrotherapy sessions as required.</li><li>▪ Record attendance and administration tasks for hydrotherapy and other groups</li><li>▪ Assist with gait assessments and help with other standardised assessments as required.</li><li>▪ Assist with photographing and videotaping therapy sessions as required.</li><li>▪ Create therapeutic resources such as social stories to assist children to reach goals</li><li>▪ Accompany therapists on visits when required.</li><li>▪ Assists with housing assessments with measurements, photographs, documentation etc.</li></ul>
<b>Task</b>	<b>Organise and prepare treatment environments.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"><li>▪ Treatment and meeting areas are tidy.</li><li>▪ Assistance is provided for preparation and tidying of group sessions.</li><li>▪ Laundry is despatched and ordered.</li><li>▪ Water cooler is filled.</li></ul>
<b>Task</b>	<b>Assist with provision and maintenance of therapy equipment,</b>
<b>Expected Result</b>	<ul style="list-style-type: none"><li>▪ Equipment and resources are collected and delivered.</li><li>▪ Equipment and toys are cleaned, maintained and organised according to infection control standards.</li><li>▪ Maintain system of labelling equipment for delivery or pick up.</li><li>▪ Ensure storage areas are labelled, organised and tidy.</li><li>▪ Assist with assembling equipment such as wheelchairs and other items</li><li>▪ Assist with delivery of items</li><li>▪ With guidance/ supervision from therapists contributes to education of families on safe use of equipment.</li><li>▪ Monitor loan equipment ensuring items are returned in a timely way.</li><li>▪ Assists with equipment assessments with measurements, photographs, documentation etc.</li></ul>

**Task** To maintain accurate and timely administration systems for the team as required, particularly when clerical staff are absent.

- Cover reception duties as necessary.
- Attend meetings and record minutes as required.
- Photocopy, laminate, and bind resources or therapy aids.
- Contact external services as requested on behalf of team.
- Cancel therapy appointments as required.
- Update and file therapy references and texts.
- Maintain close communication with receptionist concerning messages.
- Assist with copying and filing photos and videos used for assessment
- Maintains accurate data of own appointments in SIPIC.

**Task** Identify self development needs and attend on the job training.

**Expected Result**

- Attend mandatory training sessions such as CPR and pool safety.
- Complete annual performance review with Clinical Manager.
- Attend team in-services and presentations as appropriate.
- Attend professional development opportunities for therapy assistants and applicable courses.
- Enrol and work towards obtaining the National Certificate in Health, Disability, and Aged support (Health Assistants) NZQA level 3
- Develop and maintain up to date knowledge of technology devices that assist with assessments and therapy sessions.

**Lead or implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:**

Practice safe work habits and ensure the health and safety of yourself and others.

Make unsafe work situations safe or, inform a supervisor or manager.

Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards.

Use Personal Protective Equipment correctly and when required.

Report hazards, incidents, accidents, and near misses promptly and accurately.

Seek advice from manager if unsure of work practices.

Complete mandatory training as required.

Is knowledgeable of emergency procedures and evacuation plans.

Assists in maintenance of equipment as required and reports faulty equipment promptly.

Actively practice clinical standard precautions.

### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

### **PERSONAL ATTRIBUTES:**

#### **Mandatory Key Behaviours:**

Ability to “work together” in a truthful and helpful manner.

Ability to “work smarter” by being innovative and proactive.

Accepts responsibility for actions.  
Able to maintain confidentiality.  
Good organisational skills and ability to meet time frames.  
Good communication skills with ability to relate to children their families/whanau/caregivers.  
Ability to work independently.  
Ability to contribute positively in a team setting.  
Demonstrate flexibility and adaptability.  
Sensitivity to cultural and socio-economic differences.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job-related tasks other than those specified.*

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