



Sunraysia Community Health Services

POSITION DESCRIPTION

Title of Position:
Occupational Therapist

Department:
Counselling & Allied Health

Classification Code:

Region:
Loddon Mallee

Salary and Award:
**HSUA – Health Professionals –
Victorian Public Sector – Multiple
Business Agreement 2004 - 2007**

Position Created:
September 2000

POSITION DETAILS

1. Primary Objectives:

As a member of a multi disciplinary team, the Occupational Therapist is responsible for the coordination, provision and evaluation of a range of primary health care services which contribute to improving the overall health status and well being of people in the Mildura Local Government Area (LGA). This will be achieved through the identification of community needs and issues; provision of individual treatment, group programs, community education and health promotion, community development projects, training and development of other staff, agencies and community members.

The Occupational Therapist will be required to provide individual treatment and a range of appropriate Occupational Therapy Services and Programs to minimise impairment and disability to people including non-English Speaking Background (NESB), frail older people, people with a disability and the carers of both within a community based, multi-disciplinary team, focusing on improving the well-being of the Home and Community Care (HACC) target group. This may include co-ordination of other programs for specified Target Groups as required, eg Paediatrics.

The Occupational Therapist will be required to respond to organisational requests for professional advice and/or supervision, and provide professional consultancy to management, other staff and agencies.

2. Key Working Relationships:

- Reports on a day to day basis to Coordinator Counselling & Allied Health.
- Works in collaboration with the multidisciplinary team and provides support to other departments as directed.
- Has significant contact with staff within the organisation to develop effective working relationships with customers, community groups and the general public across the Mildura LGA.

3. Conditions of Employment:

- The details of the position may be adapted to changing organisational requirements as determined by service wide planning processes and or directives stipulated by funding source.
- Must pass a pre-employment and maintain a suitable police check. Employment may be terminated as a result of details disclosed in a police check report.
- All appointments likely to be engaged in child-related work, are subject to a satisfactory Working with Children Check, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children Check report.
- All positions are subject to a probationary period of three months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to Sunraysia Community Health Services Policies & Procedures and utilise resources provided (e.g. SCHS motor vehicles.)
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid drivers license as you may be required to travel between and/or work from any SCHS site.
- Some out of hours work may be required from time to time but will be managed in a manner that ensures work/life balance.
- Maintain a smoke free working environment.

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4. SPECIFIC ACCOUNTABILITIES:

4.1 *Contribute to the development of a range of primary health care services consistent with the principles of the Ottawa Charter in relation to physical or mental functioning, which enhance the health status of the community including:*

- Planning, initiating and evaluating innovative responses and flexible service options to meet identified needs, which may include:
 - Treatment programs for individuals and groups.
 - A range of health education, health prevention and early detection programs.
 - Community development initiatives.
- Identifying local health issues through research, needs assessment and various community participation mechanisms.
- Liaising, consulting, coordinating and collaborating with other staff and agencies in the development, provision and evaluation of holistic health services, through participating in and contributing to relevant inter-agency service development including needs assessment, goal and strategy development and implementation.
- Advocating for the needs of people with or at risk of Occupational Therapy related problems in the area.
- Liaising closely with other allied health professionals and appropriate health and welfare agencies to enhance initiation, development and provision for new services in the community.

4.2 *Ensure the provision of a high standard of Occupational Therapy services through:*

- Contributing to the development and achievement of team and service goals by identifying issues at local and regional levels, developing appropriate strategies to address these issues and evaluating the outcomes.
- Contributing towards policy and planning of the department and the health service, by identifying issues relating to OT at local and regional levels and with outside agencies.
- Assessing and diagnosing disorders, ensuring a focus on early intervention.
- Providing a consultancy service to other staff and agencies as appropriate about the provision of services in a primary health care setting.
- Actively participating in team meetings, client review meetings, service planning and evaluation and other groups to assist with the effective and efficient provision of services.
- Developing and maintaining equipment and resources needed for effective service delivery within available financial resources and through writing grant submissions, in consultation with the Manager.
- Initiating and participating in staff development activities.

4.3 *Contribute to the development of best practice in performance and service delivery by:*

- Developing and participating in quality improvement projects.
- Developing, implementing and reviewing agreed standards and models of service delivery practice.
- Providing in-service training to other health care workers and community members, regarding Occupational Therapy.
- Providing supervision to students upon request.
- Ensuring documentation in client files is prompt, relevant and accurate and reflects a respectful approach to work practice.
- Formulating, recording and managing individual care plans including those participating in therapeutic groups.
- Disseminating acquired knowledge by publication and/or presentation of research results where ever possible within the scope of the position.
- Contributing to documented findings on client groups and social problems, through implementation of appropriate data collection, research and evaluation procedures.
- Providing statistical data and monthly reports as designated by the community health service specifications and DHS requirements.

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4.4 *Maintain a knowledge of general health service requirements by:*

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Participating in team initiatives, including regular staff meetings, in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the Quality and Safety Management System by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of personal hygiene and practices demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhering to Sunraysia Community Health Services' "Code of Conduct" for Employees.

4.5 *Contribute to a safe and healthy work environment by:*

- Complying with OH&S, Work Cover and EEO requirements by supporting the overall Quality and Safety Management System to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent/minimise injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Co-operating in reasonable workplace changes designated to assist in the rehabilitation of self or fellow workers.
- Attending annual mandatory Risk Management Services training – Fire, Emergency and Manual Handling.

Acknowledged by Occupant /...../.....

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KEY SELECTION CRITERIA

ESSENTIAL MINIMAL REQUIREMENTS

Educational/General Qualifications

- Bachelor of Occupational Therapy or equivalent, with eligibility for membership of the Australian Association of Occupational Therapists.

Experience

- Demonstrated experience in the delivery of Occupational Therapy services within a community setting, particularly with a mixed paediatric/adult caseload.

Knowledge

- Highly developed knowledge of Primary Health Care theory and practice and strategies of the Ottawa Charter.
- A sound knowledge of contemporary best practice within the speciality field.
- Demonstrated high level of Occupational Therapy skills in assessment, diagnosis and treatment of a broad range of presenting problems
- Demonstrated understanding of and commitment to Primary Health Care principles and ability to utilise a range of strategies including health education techniques and community development.

Personal Abilities/Aptitudes/Skills

- Ability to work within a multi-disciplinary team and contribute to the development and attainment of team goals.
- Ability to understand and work with people with diverse value systems, cultural differences and special needs.
- Highly developed verbal and written communication skills.
- Proven ability to coordinate projects from initiation to completion.
- Ability to critically evaluate own work.
- Ability to work autonomously, as a discrete specialist, without professional supervision.
- High degree of innovation, creativity and leadership in community health.

DESIRABLE CHARACTERISTICS

- Post graduate qualifications in other relevant studies, e.g. community work, primary health care or clinical practice.
- Previous experience working in a rural and remote health-care setting.
- Previous supervisory or consultancy experience.
- Knowledge of local, regional, state and national services, resources, networks and supports.
- Appreciation of the particular needs of the population serviced by Mildura LGA.
- A commitment to personal and professional development.
- Ability to organise, time manage and prioritise workload to ensure deadlines are met.
- Computing skills.

POSITION DESCRIPTION APPROVAL

The details contained in this Position Description are an accurate statement of the responsibilities, competencies and other requirements of the above named position.


Chief Executive Officer

29 / 04 / 2010
Date

As the incumbent, I have read and understand the statement of the responsibilities, competencies and other requirements as detailed in this document.

Incumbent

_____/_____/_____
Date

Formulated: September 2000

Last reviewed/amended: 03/03 11/03 09/05 10/06 04/08 04/09 19/09 04/10