



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Occupational Therapist
<b>DEPARTMENT</b>	Community Care
<b>REPORTS TO</b>	Allied Health Team Leader
<b>DIRECT REPORTS</b>	N/A
<b>AWARD</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026
<b>CLASSIFICATION</b>	Occupational Therapist Grade 1
<b>DATE OF CREATION/AMENDMENT</b>	May 2023
<b>CREATED/AMENDED BY</b>	Allied Health Team Leader

### *“Caring for Our Community”*

#### **POSITION OBJECTIVES**

To provide quality occupational therapy services to inpatients, aged care residents and community clients (including Commonwealth Home Support Program – CHSP, Home Care Packages, DVA, NDIS and Home and Community Care Program for Younger People- HACC PYP) of Rochester and Elmore District Health Service. The occupational therapist will:

- Provide quality care to clients through competent clinical skills, effective communication and active participation within a multidisciplinary team.
- Promote awareness of occupational therapy to staff, consumers and the community.

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

- Provide clinically appropriate occupational therapy assessment and management (including treatment, education and follow-up) to referred inpatients, aged care residents, and Community Care clients (including CHSP, Home Care Packages, NDIS, DVA and HACC-PYP).
- Actively participate in a coordinated team approach to person-centred care by attending team and discharge planning meetings, and liaising with internal and external service providers regarding client care.
- In partnership with other Community Care staff, coordinate the planning, implementation and evaluation of multidisciplinary group programs (e.g. prevention and self-management programs)
- Provide clinical supervision and education of Allied Health Assistants, in relation to delegated tasks.
- Represent the Occupational Therapy service and Community Care team at relevant internal and external meetings.
- Actively participate in Community Care and occupational therapy service quality improvement activities, including development and review of education resources, and client satisfaction surveys.
- Ensure that clinical service delivery is conducted in accordance with evidence-based practice, best practice standards and effective clinical risk management
- Actively participate in relevant internal and external continuing education
- Maintain appropriate documentation and statistics for services.
- Actively participate in further strategic growth opportunities and funding submissions which align with the occupational therapy role.
- Actively participate in the planning, implementation and evaluation of relevant activities within REDHS Health Promotion Plan
- Provide outreach services to external sites (as required)
- Perform other duties as requested, as reasonable and appropriate, from time to time.
- This position does not require rotations.

## QUALIFICATIONS / POSITION REQUIREMENTS

### Essential:

- Bachelor of Occupational Therapy or equivalent.
- Registration with the Australian Health Practitioners Registration Agency (APHRA).
- Demonstrated experience in the provision of timely and appropriate occupational therapy services to inpatients, aged care residents, and community care clients.
- Current or willingness to gain Medicare registration as an occupational therapy service provider.
- Demonstrated highly developed organisational skills, including prioritisation, time-management skills and appropriate case-load management.
- Demonstrated effective interpersonal and communication skills both written and verbal.
- Demonstrated experience in working independently, and as part of a small multidisciplinary team.
- Provide safe, evidence based and client centred care including assessment and intervention.
- Current driver's licence.
- Current National Criminal History Check and Working With Children Check
- Full COVID-19 vaccination and current Influenza Vaccinations (FluVax)

### Desirable:

- Membership to Occupational Therapy Australia

## NDIS WORKER SCREENING CHECK

This role has been identified as a "risk assessed role" under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all employees are required to notify REDHS via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

## OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.

- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

## HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

## 'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montessori actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

## RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

## QUALITY IMPROVEMENT

All REDHS employees must participate in REDHS integrated risk management and quality improvement systems by being aware of their responsibility to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.

## EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

## VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

**R Reliability** Being trustworthy and performing consistently well

- E Engagement** Working collaboratively with people to address issues and create opportunities to bring about positive change
- D Diversity** Understanding that each individual is unique and respecting our individual differences
- H Hospitality** Receiving and treating all people in a warm, friendly, generous way
- S Sustainability** Meeting our current needs without compromising the ability of future generations to meet their needs

**ADDITIONAL REQUIREMENTS**

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee’s manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_