

# Position Description

<b>Position Title:</b>	Occupational Therapist	<b>Approval Date:</b>	October 2023
<b>Authorised By:</b>	CEO	<b>Review Date:</b>	January 2025

**Our Vision** People in our communities enjoy better and longer lives

**Our Role** We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

### Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

**Our People** People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

### POSITION OVERVIEW:

<b>Job Purpose</b>	<p>This Grade 2 Occupational Therapy position is responsible for providing services to adults within the City of Nillumbik, City of Whitehorse, and surrounding areas. The position will work with clients supported by a variety of funding streams including Home Care Packages, NDIS, CHSP, CH, ICD &amp; HACC-PYP.</p> <p>This role may also help to facilitate &amp; support a number of group programs, such as the Welcome Café (for young onset Dementia clients &amp; their carers).</p>
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**Duties and Responsibilities**

- Provision of quality Occupational Therapy services to individuals and their support networks; including assessment (initial and ongoing as required) treatment, individual and/or group-based programs, education and support services.
- In collaboration with the Allied Health Team, healthAbility Occupational Therapists identify, organise, plan, implement and evaluate evidence-based services.
- Participation in continuous improvement and planning processes.
- In collaboration with the In Home Support Team, Support Coordination and Home Care Packages Team, healthAbility Occupational Therapists identify, organise, plan, implement and evaluate evidence-based services.
- Work closely with Support Coordinators, LAC/NDIA Planners or Care Managers etc to identify and appropriately manage participant need.
- Work with internal key stakeholders to support the development and implementation of processes and protocols for Community Aged Care services/NDIS
- Ensure that clinical service delivery records and funding applications meet all requirements for funding requirement e.g. HCP and NDIS etc
- Liaison with key stakeholders and local service providers and participate in appropriate networks as required.
- Actively involve clients and/or carers in setting goals and making decisions about their care.
- Maintenance of client records in accordance with professional and organisational protocols.

	<ul style="list-style-type: none"> <li>• Participation in regular interdisciplinary team meetings, case reviews and case presentations.</li> <li>• Completion of timely and accurate collection of appropriate data to meet relevant reporting requirements and to ensure compliance with privacy legislation.</li> <li>• Work across all healthAbility sites as required</li> <li>• Other duties as required</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor of Occupational Therapy or equivalent.</li> <li>• Registration with Australian Health Practitioners' Regulation Authority (AHPRA)</li> <li>• Minimum green registration with the State Wide Equipment Program (SWEPE)</li> </ul>
<b>Key Selection Criteria (<i>Skills, Experience and Qualifications required</i>)</b>	
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Relevant and recent experience as a practicing Occupational Therapist.</li> <li>• Knowledge of and experience in working with HCP and NDIS funding streams.</li> <li>• Demonstrated experience in providing services in both individual and group-based settings.</li> <li>• Demonstrated ability to manage workload and meet specified targets.</li> <li>• Demonstrated ability to adapt to a changing work environment.</li> <li>• Demonstrated experience, ability and enthusiasm to work in a team setting.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated proficient computer skills in MS Office applications (Word and Excel)</li> <li>• Experience working in community/public health or community-based setting.</li> <li>• Experience with using TrakCare.</li> <li>• Background and interest in Dementia (including young onset Dementia) highly desirable</li> </ul>
<b>KPIs/Performance Goals</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Ability to develop and maintain effective and empathic client centred therapeutic relationships with clients, families, carers and professional groups.</li> <li>• Demonstrated writing skills, particularly with respect to the development of clinical reports and applications for services and supports.</li> </ul>

- Capacity to review and interpret research.

#### **Teamwork**

- Ability to work independently and as a member of multidisciplinary team.
- Ability to understand the Occupational Therapy role within multidisciplinary/interdisciplinary groups, Allied health team and healthAbility.

#### **Problem Solving**

- Capacity to develop creative, innovative solutions both clinically and organisationally
- Capacity to develop practical solutions, in consideration of resource limitations
- Ability to show independence and initiative in identifying and solving problems individually, with colleagues and within a team setting

#### **Self-management**

- Recognition of individual and professional strengths and limitations and practicing within these limitations.
- Capacity to evaluate and monitor own performance as a clinician and part of the Allied Health team.
- Ability to take responsibility for actions and commitments and follow through on these.

#### **Planning and Organisation**

- Ability to manage time and priorities effectively, meeting timelines and clinical targets and delegating tasks as appropriate.
- Capacity to be resourceful, take initiative and make decisions within the scope of practise and organisational boundaries.

#### **Learning**

- Demonstration of ongoing commitment to Professional Development and attends sessions as per professional and organisational guidelines.
- Capacity to acknowledge the need to learn in order to accommodate change; be open to new ideas and techniques; acquire and apply new knowledge to

	continuously improve practice.	
<b>Service/Program</b>	Adult Allied Health	
<b>Reports</b>	<b>Job reports to</b>	<b>Direct reports</b>
	OT Team Leader	AHA's as required
<b>Award/EBA</b>	Allied Health Professionals EA 2017-2021	
<b>Classification</b>	Grade 2	
<b>Terms and Conditions (provide details of the relevant award and/or other conditions of employment specific to the role)</b>	<b>Status:</b> Part time <b>Length of Term:</b> 12 months, Maternity Leave Cover <b>EFT:</b> 0.5	

## Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks will be required in accordance with government funding requirements and legislation.
- Current First Aid and CPR certificates.
- All employees must provide 4 forms of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.
- All healthAbility employees are required to complete the level of MARAM training relevant to their role to appropriately and effectively identify, assess and manage family violence risk. The Framework has been established in law under a new Part 11 of the Family Violence Protection Act 2008.

## MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
First Aid and CPR	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Statutory Declaration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Other \_\_\_\_\_

## EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

**Pre-existing injury/condition?** Yes  No

If yes, please provide details: \_\_\_\_\_

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

**Signed (employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_