

Position Description

Occupational Therapist (Paediatric Community Health)

Award or EBA:	Health Professional Award
Classification/Grade:	Grade 2
Directorate:	Any site occupied by DPV Health Ltd
Reports to:	Children's, Youth, Disability & Social Support team - Paediatric Allied Health Team Leader
Direct Reports:	NIL

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

This incumbent will work within a Family and Customer Centred Framework to provide a comprehensive centre based and consultative Occupational Therapy service to children up to 12 years of age who have difficulties with:

- Fine Motor and Hand Skills
- Visual-Motor and Handwriting
- Self-Care Skills
- Sensory/Motor Integration Skills
- Visual-Perceptual Skills
- Coordination and Gross Motor Skills

This position contributes to the success of DPV Health by operating as an Occupational Therapist Grade 2 within the Paediatric Allied Health team.

The position is responsible to provide quality Occupational Therapy intervention and expertise by working closely with the child, family, external service providers and other team members in order to best meet the child and family's needs and priorities.

Key deliverables for this role is to provide assessment, planning, treatment, education and management as an Occupational Therapist.

Roles Key Accountabilities

Service Delivery

- Provide a high quality evidence based Paediatric Occupational Therapy Service that is co-designed with the family, to meet the needs of the child and family in a manner which respects their rights and confidentiality.
- Work in partnership and collaboration with all those associated with the child/family to provide timely and developmentally appropriate services and support. This may include internal and external health professionals and other community team members (eg. preschool, school and child care staff).

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- Assess, and review the child's daily living, sensory and fine/gross motor skills in order to implement interventions that will address the child/family's needs and priorities.
- Provide quality centre-based individual and group therapy services to clients.
- Ensure the standards of the Occupational Therapy service provided is based on current best practice in accordance with relevant evidence based Occupational Therapy research and the Occupational Therapy Australia - Code of Ethics.
- Share knowledge and skills through participation in *Peer Support and Learning* meetings and community education.
- Identify work processes that are not working to their maximum and present possible strategies for improvement to your Team Leader.
- Embrace innovation and responsiveness.
- Achieve performance, financial and individual Key Performance Indicators as outlined in Goal Setting and Review process.
- Share knowledge and skills through participation in community education.
- Act as a resource to staff regarding current issues in Occupational Therapy.
- Manage, develop and co-ordinate the provision of language groups and resources as required.
- Provide assistance and support to families to enable them to identify their priorities and make informed decisions.
- Provide the family with appropriate information about other available services that are relevant to the family/child and arrange any referrals requested by the family.
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency.
- Work with customers and families to minimise the potential for 'Failure to Attend' clinical appointments.
- Participate in DPV Health internal meetings and represent the organisation at external meetings as required.

Reporting, System and Analytics

- Develop, implement and evaluate the effectiveness of paediatric Occupational Therapy programs in partnership with other team members.
- Ensure relevant information, statistics and documentation of practice are maintained, collated and recorded within specified timeframes (eg. TRAK progress notes, service statistics, client records and scanned documents).
- Regularly participate in designated meetings.
- Maintain timely and accurate statistical input into relevant customer management databases.
- Provide reports to the Team Leader/Manager as requested.
- Direct, supervise and assist in the training of students, volunteers and other stakeholders as required.
- Support quality improvement processes identified as relevant to the delivery of Paediatric Occupational Therapy services within the organisation
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, iChris, e3 and others.

Financials, Budgets, Target, Funding

- Identify opportunities to enhance the financial sustainability of the Paediatric Occupational Therapy program.
- Consistently meet individual targets as part of caseload
- Meet and strive to exceed Service Delivery and Waitlist targets as set by DPV Health and/or relevant funding bodies.
- Support business development opportunities in the Occupational Therapy service.
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Valid Working With Children Check
- Satisfactory Policy Check
- Disability Worker Exclusion Check
- Travel between sites is required
- You may be asked to either provide or register for a Medicare and MBS provider number and agree to donate the total amount from this work to DPV Health

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Qualifications and/or Knowledge or Experience in Paediatric Occupational Therapy assessment and intervention.
- Continually upgrade skills and knowledge through attending seminars and workshops and reading professional journals and newsletters.

Experience & Skills

- Experience in working as an Occupational Therapist with children up to 12 years of age in a clinic that is co-designed with the family, to meet the needs of the child and family in a manner which respects their rights and confidentiality.
- Good communication skills including an ability to work within a team and with other service providers.
- Experience in providing Paediatric Occupational Therapy assessment, planning, treatment, education and management.
- Excellent written and verbal communication skills.
- Ability to work independently and respond to a changing work environment.
- Knowledge of Client Directed Care principles and frameworks
- Ability to use initiative to recognise, identify and initiate action in relation to a variety of issues and circumstances.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity.
- Excellent at managing time, resources, tasks and competing priorities.

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ **Date** _____