

POSITION DESCRIPTION

Template Version: 20190601

1 - POSITION DETAILS

Position Title	Occupational Therapist
Position Number	PH – OT1 – 00002 - Occupational Therapist
Enterprise Agreement / Award	Allied Health Professionals Multi-Employer Agreement 2017-2021
Employment Status	As per Contract
Classification Level / Grade	Grade 1
Service Area	Primary Health
Team	Occupational Therapy, Allied Health
Location	Parkdale
Line Manager	Senior Clinician, OT

2 – ABOUT US

Central Bayside Community Health Services (CBCHS) is a values driven organisation with a reputation for service innovation and quality. Our not for profit organisation provides a comprehensive range of health and community services to the City of Kingston.

Central Bayside Community Health Services is a flexible and inclusive employer that values and supports workforce diversity. We strongly support equal opportunity and encourage applications from all people including Aboriginal and Torres Strait Islander communities, those with culturally and linguistically diverse backgrounds, the LGBTIQ community, and people with a disability.

3 - POSITION PURPOSE

The Grade 1 Occupational Therapists is responsible for Occupational Therapy service provision in a Community Health setting. A Grade 1 works within their scope of practice with the ability to consult suitably experienced health professionals when clinical problems arise or when dealing with clinical matters they are unfamiliar with. The Grade 1 Occupational Therapist will:

- Provide Occupational Therapy assessment and intervention within scope of practice for adults and their carers who may be experiencing ageing, disability or chronic illness, and support them to live healthy, independent, safe, socially connected and valued lives in our community.
- Provide care as part of CBCHS Allied Health multidisciplinary team, with a focus on the principles of wellness, reablement and restorative care.
- Provide services delivered through Commonwealth and State funding, and 'fee for service' including NDIS participants.
- Participate in ongoing professional and service improvement development with support from CBCHS and OT leadership teams.

4 – KEY RESPONSIBILITIES

Clinical/Professional expertise

- To independently manage a caseload of clients within scope of practice in line with CBCHS and funding requirements with the ability to consult (seek reasonable assistance) as required;
- To work autonomously and safely within agreed scope of practice in the provision of comprehensive OT assessment and intervention within the community;



- Coordinate equipment prescription, including wheelchairs, scooters, pressure care items, personal care aids, seating and hoists;
- Independently undertake assessment, planning and management of minor and major home modifications within scope of practice;
- Independently undertake assessment, planning and implementation of OT services for NDIS participants to maximise their level of function, capacity and social engagement in a range of settings;
- Maintain current understanding of chronic disease, disability and aged care issues and a commitment to the implementation of evidence based practice;
- Promote Clients' active decision making in their care is promoted through person centred, holistic and goal directed care planning.
- Demonstrate knowledge of State Wide Equipment Program (SWEP);
- Well-developed communication skills, able to build strong relationships and networks to enhance multi-disciplinary and integrated care within and external to CBCHS;
- Participate and provide advice in case conferences as required;
- Ensure that client files are maintained and managed in accordance with CBCHS policy and procedures.
- Complete client referrals and funding applications in a timely manner;
- Under the direction of Grade 2 and Senior OT participate in the mentoring and development of, students and AHAs.
- Provide health education and prevention advice to clients, carers, and other health professionals as appropriate;
- Commitment to improving own practice through independent exploration of current literature, participation in professional development and supervision activities, attendance at conference and education programs, and engagement in special interest groups.

Measurement and Reporting

- Manage client case ratios effectively to ensure that caseloads are met (85% time allocated to clinical care);
- Monitor client hours of service against agreed Participant Service Funding Agreements (NDIS);
- Ensure accuracy and appropriate documentation of client information, statistics and educational material is maintained in accordance with CBCHS policy and procedures. This includes maintaining relevant databases including Trakcare;

Team Responsibilities

- Effective representation and participation in multidisciplinary team meetings and clinical meetings as requested;
- Assist and participate in development and implementation of quality initiatives within Allied Health and/or Primary Health;
- Represent the OT Service both within the organisation and in the surrounding community;
- Effective liaison with other community services and professional staff to promote cooperative professional relationships and ensure optimal client care;
- Attend staff, team and other relevant meetings;
- As part of an integrated team, undertake other relevant duties, projects and initiatives which are consistent with skill, competence and training;
- Other duties as directed.

5 – ORGANISATIONAL VALUES

CBCHS is committed to achieving its Vision of better health, wellbeing and support for our communities. CBCHS staff are required to uphold the core values of:



Respect

For each individual, families and for the diverse cultures within our communities.

Empowerment

As a cornerstone of how we work; we acknowledge the potential of each person and promote client participation and contribution.

Collaboration

With each other and with members of the community and colleagues from other organisations. We recognise that together we can achieve better outcomes.

Quality

In all aspects of our work. Our practice is evidence based and we continually strive to achieve excellence in all of our programs and services.

Transparency

In how we operate, particularly in how we make decisions and communicate.

6 – ORGANISATIONAL RESPONSIBILITIES

All employees are required to participate in organisational initiatives, including OHS, HR, Risk, Quality, Facilities & Learning and Development.

OHS

Ensure requirements of the Occupational Health and Safety Act 2004 are followed. This includes ensuring work is undertaken safely, injuries, accidents, near misses and potential hazards are reported immediately, and as required employees participate in or support consultative structures including the OHS Committee.

Continuous Quality Improvement

Participate in the established quality and safety systems to ensure that safe high quality care is provided to all clients at all times. This includes assisting CBCHS to maintain quality accreditation standards by identifying and participating in the development and implementation of quality improvement initiatives.

Duty of Care

Take reasonable steps to protect themselves, their colleagues and clients from injury or harm. This includes ensuring that adequate supervision/support is provided to all clients.

Code of Conduct

Familiarise themselves with and abide by the CBCHS Code of Conduct and ensure that their actions are in accordance with the CBCHS values and organisation policies and procedures.

Community Participation

Assist CBCHS to promote awareness to the community that consumer, carer, and community participation at all levels of the organisation is encouraged. This includes encouraging community participation in surveys, focus groups and committees as required. Additionally, Primary Health employees must contribute as relevant to CBCHS health promotion plan by working collaboratively with other health professionals.



7 – WORKING RELATIONSHIPS

Direct Reports:

- Nil.

Other Internal working relationships include:

- Senior Clinician, Occupational Therapist;
- Allied Health Team;
- Other CBCHS employees.

External working relationships include:

- Participants and Clients and service users of CBCHS
- City of Kingston
- Other organisations and agencies
- Community groups and local networks

8 – KEY SELECTION CRITERIA

Qualifications & Experience

- Bachelor of Occupational Therapy or recognised equivalent qualification;
- Australian Health Practitioner Regulation Agency (AHPRA) registration as an Occupational therapist.

Knowledge & Skills

- Working knowledge of My Aged Care and NDIS systems with demonstrated experience working and engaging with a range of clients in these areas;
- Demonstrated understanding of OT care in the community, in particular prescription of home modifications and adaptive equipment to enhance safety and independence in daily living;
- A strong commitment to delivering high levels of customer service using a person-centred approach;
- Willingness to embrace change with the ability to be flexible and adaptable to changing priorities and objectives;
- Well-developed interpersonal skills and verbal & written communication skills with the ability to adapt these to people from a diverse range of cultures and backgrounds;
- Engagement in continuous improvement of professional practice, including self-directed learning, supervision and mentoring of others and participation in service development tasks.
- Demonstrated understanding of profession codes of conduct;
- Strong Computer Literacy Skills (Word, Excel, Outlook, TRAK);
- Current Victorian driver licence;
- Current First Aid Certificate is desirable.

Compliance Checks

In line with legislation CBCHS will conduct the following checks that must be returned clear before commencing:

- Police Check – both National and International where applicable
- Disability Worker Exclusion Scheme (DWES) check – safety screening will include checking whether your name is on the Disability Worker Exclusion List (DWEL).



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- CBCHS Child Safe Code of Conduct Acknowledgement
- Working with Children Check
- Professional Registrations

