

## POSITION DESCRIPTION

<b>Position Title</b>	Occupational Therapist- NDIS access grant project
<b>Reporting To</b>	Manager- Psychosocial Support Services
<b>Employment Status</b>	Maximum Term Contract
<b>Classification</b>	Health Professionals and Support Services Award
<b>Team/Service</b>	Psychosocial Supports Team – North & South Teams
<b>Direct Reports</b>	N/A
<b>Date</b>	July 2021

## PROGRAM OVERVIEW

Neami National is a community-based recovery and rehabilitation service supporting people living with mental illness and psychosocial disability to improve their health, live independently and pursue a life based on their own strengths, values and goals. We provide services in more than 50 locations, ranging from the inner-city and suburbs to regional and remote parts of Australia. Our vision is for full citizenship for all people living with a mental illness in Australian society. Our mission is to improve mental health and wellbeing in local communities across the country. We believe that recovery is an individual process and that with the right kind of support everyone can live a life based on their own strengths, values and goals for the future.

We use an approach called the Collaborative Recovery Model (CRM) to support people through our services. The CRM assists individuals to identify their personal strengths and values, to set goals and then helps them make progress towards achieving them. We are a smoke free organisation.

Psychosocial Support Services are delivered across the Perth Metropolitan region by Neami National under National Psychosocial Support Measure (NPSM) and Adult Community Mental Health (ACMH) programs. These services provide community-based rehabilitation and recovery support to people experiencing mental illness who require assistance in the areas of skills and capacity building to enhance their emotional and mental wellbeing. The services are offered in groups and individual one-on-one settings. The individualised supports are strengths based and informed by Collaborative Recovery Model.

## POSITION OVERVIEW

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You will work as part of a multi-disciplinary team, alongside Community Rehabilitation Support Workers (CRSW), Peer Support Workers (PSW), other allied health staff, Senior Practice Leader and the Service Manager to provide a range of capacity building activities, undertake functional assessments, provide recommendation and strategies, facilitate therapeutic groups and referral pathways for consumers at these services.

The OT will support the administration and analysis of functional assessment tools, therapeutic intervention, develop and run therapeutic group programs, develop management plans in collaboration with consumers and their family/friends where appropriate, ensure appropriate referral pathways for consumers on discharge from the service to maintain therapeutic support in the community as needed and provide supporting evidence for consumer applying to test their eligibility for National Disability Insurance Scheme (NDIS).

As an Allied Health Worker, you will have general registration with the relevant accreditation body in your field.

## THE POSITION

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### ***Key position Responsibilities, Duties and Accountabilities***

- Engage consumers and develop trusting and professional relationships.
- Promoting health and wellbeing by enabling consumer to participate in the everyday occupation of life such as self-care activities, household management activities, productive activities and social activities.
- Utilising your clinical expertise and judgement to complete a high quality comprehensive functional assessment.
- Administer range of specific therapeutic procedures to enhance performance in an occupation, techniques to enhance sensory, perceptual, and cognitive processing.
- Provide a high-quality detailed report to support the ongoing management in the community.
- Work closely with the psychosocial supports team to identify unmet needs and provide strategies to fill those gaps.
- Develop and implement therapeutic groups within the service.
- Work within a holistic framework taking into account the needs of consumers, family, carers and other members of the community in order to ensure good outcomes for consumers
- Follow all OH&S procedures to ensure safe work practices especially in the area of safety in outreach work
- Promote Neami's culture of practice, which is underpinned by the principles of Collaborative Recovery.
- Ensure that a consumer-centred approach is used in the provision of interventions

at all stages of the consumer journey

- Actively contribute as a team member to the delivery of integrated mental health service delivery with the aim to more effectively support consumers and promote the recovery model
- Actively encourage and support consumer and carer participation and leadership within the service and ensure feedback processes are used including processes for resolving complaints
- Provide high quality service delivery at all stages in the consumer journey with the service.
- Participate in the regular collection of service data which can then be used to evaluate outcomes and assist with the continuous improvement of the service
- Using the team approach to support work, cooperate closely with team members in order to ensure continuity of care and provision of a comprehensive service to consumers
- Actively participate in reflective practice through team meetings, decision-making processes, service planning session, supervision and staff development activities
- Assist the team to further develop best practice, review and develop policies, and project submissions
- Assist the team to regularly evaluate the effectiveness of the service in consultation with consumers
- Foster a learning environment by participating in reciprocal guidance and coaching with other staff to share discipline knowledge and develop and inform your own practice by drawing on the expertise and insights of other staff
- Provide services that are consistent with the Neami Clinical Governance Framework
- Work within the parameters of Neami's policies and procedures in addition to any professional codes of conduct
- Ensure incident and critical incident reporting occurs in accordance with guidelines
- Work and act independently within the parameters of the role, demonstrating professional autonomy and an ability to decide when it is appropriate to refer to the Service Manager, Clinical staff, or other Senior staff for guidance
- Ensure records management obligations are met, in accordance with Neami National policies and procedures. This includes the retention of hardcopy and/or electronic records and ensuring files are accurate and kept up-to-date.
- Commitment to understand service consumer data requirements and to collaborate with consumers to gather relevant data.
- Consideration of individual and aggregated consumer data to inform practice and continuous service improvement.

## ORGANISATIONAL ACCOUNTABILITIES

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- Act at all times in accordance with the Neami National code of conduct
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management
- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers.
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

## THE PERSON

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### Experience, Knowledge, Qualifications, Skills and Attributes

#### **Essential**

- Current registration with the professional body e.g. APHRA
- Experience working with people with psychosocial disability.
- Understanding of NDIS access process
- Experience using various assessment tool such as MOHOST, WHO-DAS 2.0, LSP 16
- Good understanding of the NDIS and Psychosocial disability interface.
- Experience working with Community Mental Health Team, Primary Care providers and other allied health professionals
- Ability to work in a constantly changing environment and respond to change.
- Highly developed written and verbal communication skills
- Sound decision making process
- Ability to work autonomously
- Excellent time management and organisational skills

#### **Desirable**

- Experience of working in the community services space.

## ACKNOWLEDGEMENT OF POSITION DESCRIPTION

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This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.