

<b>Position</b>	Occupational Therapist
<b>Classification</b>	Grade 1 to Grade 2 Dependent upon qualifications and experience
<b>Award</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
<b>Reports to</b>	Allied Health Team leader
<b>Direct reports</b>	NA
<b>Key relationships</b>	RNH Allied Health and Nursing Team members and consumers
<b>Hours of Work</b>	Part Time - Full time, (0.8 – 1.0 EFT)

### About Rural Northwest Health:

Rural Northwest Health employs 290 team members across the campuses of Warracknabeal, Beulah and Hopetoun. The organisation has a total of 290 team members, including 20 within the Allied Health team. Across the three campuses, Rural Northwest Health provides centres for community outpatient services along with 16 acute beds and 90 residential aged care (RAC) beds, including 15 in the award-winning memory support unit. The population of the communities served by Rural Northwest Health is about 5000 people within the Yarriambiack Shire.

Rural Northwest Health is committed to achieving optimal health and wellbeing outcomes for all residing in the Wimmera Mallee community. We believe that our consumers are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background. We have two significant strategic areas, which are:

- Build business capability
- Respond bravely and innovatively to opportunities that improve local health outcomes

### Position Summary:

The Occupational Therapist is responsible for assessing, planning and directing specific therapeutic supports for consumers across our Community Health and Clinical Care areas. The Occupational Therapist is required to be an active participant of the Allied Health team. They will use their clinical skills to assist consumer's to maximise their occupational performance in personal care, domestic activities of daily living, social, leisure, community and work environments.

The position consists of a mixed caseload that is delivered to community based consumers, acute inpatients and consumers of the aged care facility. Service is provided across the life span and may include the assessment and treatment of paediatric consumers where appropriate. Service is also provided to consumers under a range of funding sources including NDIS, DVA, TAC and Worksafe.

### Key responsibilities:

- Completion of assessments including (but not limited to) ADL assessments, cognitive assessments, assessment and prescription of equipment, environmental assessment (including recommendations for modifications when appropriate) and community based assessment.
- Planning and directing specific interventions for consumers to achieve identified goals and outcomes.
- Participate in Rural Northwest Health - Multidisciplinary Team Meetings to provide relevant direction and assistance to develop, implement and evaluate ongoing treatment plans to assist

recovery, rehabilitation or discharge planning.

- Develop and maintain a close working relationship and communication with the multi-disciplinary health team integrated approach to service provision.
- Liaise with relevant stakeholders including consumers, their family, carers and funding agencies.
- Keep up to date with current occupational therapy issues and standards.
- Maintain professional and accountable practices adhering to the Occupational Therapy Australia Code of Ethics (2014) and the AHPRA Code of Conduct.
- Effectively undertake CH administrative duties such as statistics, client documentation and CH reports.
- **Grade 2 Occupational Therapist**
- Evaluation and provision of advice on the use of specialised equipment.
- Provide supervision and support for Grade 1 Occupational Therapists and occupational therapy undergraduate students.
- Actively participate in quality development projects and accreditation processes.

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### **Key position accountabilities:**

#### **Leadership, Communication & Stewardship**

- Influences other team members to bring their best by providing encouragement and being thankful.
- Speaks with others respectfully and in a way they can understand.
- Acts in a way that values diversity.
- Takes care when using physical resources & environment.

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#### **Health and Safety:**

- Acts in a way that maintains health and safety for self and others.
- Adheres to safe work practices relevant to context.
- Guides, monitors and maintains health and safety for others.
- Promptly reports issues that might put self or others at risk, incidents & near misses and responds appropriately to risks and reports from others.
- Knows what to do in an emergency relevant to role.

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#### **Personal and professional development:**

- Maintains practice within framework established by legislation, national and state policy.
- Completes mandatory education requirements for the role.
- Recognises areas of strength and areas for development.
- Takes part in personal development plans with manager &/or educator.
- Manages own continuing professional development portfolio and contributes to the development of learners and other team members.

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#### **Quality and Improvement:**

- Understands and acts according to role to achieve the Commonwealth Home Support Program guidelines, Aged Care Quality Standards &/or National Standards.
- Works consistently in line with policies, procedures, practice standards and work plans.
- Maintains quality of own work.
- Asks for help and guidance when tasks are outside experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.
- Takes pride in a personal presentation.

### Information management:

- Communicates accurate and relevant information to appropriate people and in line with the role and organisational policy and procedures.
  - Uses social media responsibly and respectfully at all times.
  - Complies with legislative requirements related to documentation and information pertaining to consumers, team members and the operations of all Rural Northwest Health facilities.
  - Utilises information technology as appropriate in the performance of the role.
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### Key selection criteria:

#### **Essential:**

1. Bachelor or Master's degree in Occupational Therapy.
  2. An awareness of current occupational therapy issues and standards.
  3. Demonstrated ability to provide assessment and clinical treatment of referred consumers to achieve agreed goals and outcomes.
  4. Demonstrated ability to work with a mixed caseload and an understanding of the process of consultation and referral to regional agencies.
  5. Excellent time management, communication and organisation skills.
  6. Ability to prescribe and arrange the supply of specialised equipment as required.
  7. Demonstrated effective report writing and skills.
  8. Commitment to working effectively in the interdisciplinary health team.
  9. Commitment to and willingness to participate in continuing training and education related to area of employment.
  10. Understanding of the challenges within a small rural community.
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### Certificates, licenses and registrations:

- Current employee police check (dated within 12 months of commencement date)
  - Current employee Working with Children's check.
  - Current registration as an Occupational Therapist with AHPRA
  - Current driver's licence.
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### Other requirements

- Must provide current evidence of immunisation history and/or serology results
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### Employee declaration:

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature: \_\_\_\_\_

Employee name: (please print) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_