

Position	Occupational Therapist
Classification	Grade 1 to Grade 2 Dependent upon qualifications and experience
Award	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Reports to	Allied Health Team leader
Direct reports	NA
Key relationships	RNH Allied Health and Nursing Team members and consumers
Hours of Work	Part Time - Full time, (0.8 – 1.0 EFT)

About Rural Northwest Health:

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

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 residents 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.
-

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.
-

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.
-

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.

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, 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.

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.

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.

Other requirements

- Must provide current evidence of immunisation history and/or serology results



Position Description – Occupational Therapist

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** ___/___/___