

OCCUPATIONAL THERAPIST Grade 1

Department:	Preventative Health		
Salary:	\$68,167-\$82,914	Classification Code:	AHP1 Gr1 Yr1-5
Award/Agreement:	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021		
Position created:	November 2012	Date Reviewed:	October 2020

PRIMARY OBJECTIVES

The Occupational Therapist is responsible for the provision of a range of Occupational Therapy services and programs within a social model of health with the aim of minimising the effects of impairment and disability within the Mildura Local Government Area (LGA.) to enable people to remain living independently in the community. Clients include, but are not limited to, those of non-English speaking and Aboriginal and Torres Strait Islander backgrounds, refugees, frail older people, people with a disability and the socio-economically disadvantaged. Services are provided within a community based, multidisciplinary team, focussed on improving the well-being of self management and independence of clients in their natural setting.

The Occupational Therapist is responsible to deliver services within their individual scope of practice for a range of funding and service guidelines including but not limited to: the Victorian Department of Health and Human Services; My Aged Care; NDIS; fee for service; and brokerage arrangements.

KEY SELECTION CRITERIA

Mandatory

- Tertiary qualifications in Occupational therapy as recognised by Occupational Therapy Australia
- Registered with AHPRA
- Current drivers licence

Preferred

- Experience in providing client and family centred evidence based occupational therapy services, including thorough care planning.
- An understanding of confidentiality and infection control.
- Ability to work collaborative within a multidisciplinary team
- Highly developed problem solving, interpersonal and communication skills
- Member of OT Australia

SPECIFIC ACCOUNTABILITIES

- Providing evidence based assessment and intervention for clients of all ages for their activities of daily living, ensuring a focus on prevention and early intervention to enable the clients to participate in their normal occupations in their natural setting.
- Providing flexible service delivery options to meet identified needs, which may include; treatment programs for individuals & groups, a range of health education, health prevention & early identification programs and capacity building initiatives optimally in the clients natural setting.
- Work within SCHS standards and models of service delivery practice with a particular focus on client centred practice and client self management.
- Manage workload and diary to meet service demands and funding/targets.
- Ensuring documentation is timely, relevant, accurate and reflects a respectful approach to work practice, in accordance with SCHS policy and procedures.
- Entering data into the client management system to ensure statistical data and invoicing are accurate and timely.
- Formulating, recording and managing individual care plans for all clients, including those participating in therapeutic groups.

- Participate in clinical supervision with Grade 2 Occupational Therapist.
- Delegate to and supervise Allied Health Assistants, to carry out tasks within their professional scope of practice.
- Supervise school based work experience students.

CONDITIONS OF EMPLOYMENT

- Must pass and maintain applicable safety screening checks including but not limited to national and international criminal history check, Disability Worker Exclusion List check, Working With Children check, disciplinary action history declaration, proof of identity. Employment may be terminated as a result of details disclosed in safety screening checks. Incumbent must provide SCHS with evidence of currency as required.
- Employment may be terminated as a result of details disclosed in a Working with Children Check report, criminal history check, Disability Worker Exclusion check or equivalent.
- New employees to positions are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards, codes of practice as well as various legislation both state and federal including but not limited to Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practise. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. The Codes / Standards should also be interpreted with reference to, but not necessarily in deference to, any organisational rules and procedures to which professionals may be subject.
- Supply and maintain the associated costs of a Bring Your Own (BYO) mobile device e.g. smart phone, in order to log into various systems in relation to the role e.g. myGovID.
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid driver's license as you may be required to travel between and / or work from any SCHS site.
- Some out of hours work may be required from time to time, but will be managed in a manner that ensures work / life balance.
- Maintain a smoke free working environment.
- National Immunisation Program: this position falls within the healthcare worker risk category **A**
- Undertake annual competency based training including but not limited to occupational health and safety, fire and emergency, risk management, manual handling, hand hygiene, standard and transmission based precautions, aseptic technique and personal protective equipment (PPE) training.
- Discharge the duties and obligations of the role in a professional and competent manner.
- Supervision and training of school based and higher education students on placement, as required.
- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- As applicable, lead and/or participate in team initiatives, including regular staff meetings in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organization.
- Participating in Performance Development Agreement process at least annually.
- Contributing effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.

- Maintaining a high level of and, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Actively supporting and encouraging a safe work environment by identifying and reporting all health and safety hazards, accidents, incidents, adverse client outcomes, property damage and mishaps in the workplace.
- Complying with SCHS policies, vision, mission, values and procedures, as well as applicable standards, guidelines and legislation (including OHS Act Vic, Equal Employment Opportunity requirements, Charter of Human Rights and Child Safe standards) by supporting the overall quality management and safety systems to provide a safe and healthy work environment, free from harm, sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent / minimize injuries and illness to self and others, and by utilising appropriate personal protective equipment.