



## West Wimmera Health Service

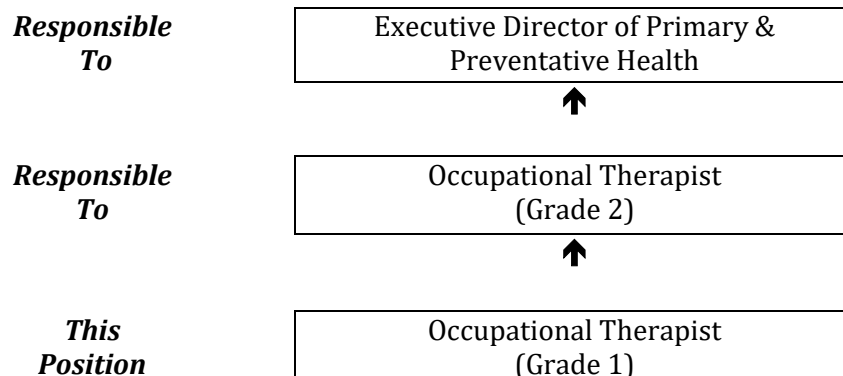
P.O. Box 231 NHILL, VICTORIA 3418

Telephone: 5391 4222

Facsimile: 5391 4228

<b>Position</b>	<b>OCCUPATIONAL THERAPIST - GRADE 1</b>		
<b>Location</b>	West Wimmera Health Service, Nhill	<b>Reports to</b>	Occupational Therapist Grade 2
<b>Award</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020	<b>Level</b>	
<b>Effective Date</b>	June 2018	<b>Next Review</b>	June 2020
<b>Position Overview</b>	Provide Occupational Therapy services to hospital inpatients, community clients and residents in residential aged care facilities.		
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Provision of quality, safe and efficient care</li> <li>• Professional Development &amp; Practice</li> <li>• Communication</li> </ul>		
<b>Liaises with</b>	<b>Internal:</b> All staff, Department Managers, Division Managers, Executive Directors and Chief Executive Officer <b>External:</b> Community, like organisations, external consultants		

### POSITION RELATIONSHIPS:



### STATEMENT OF DUTIES:

Duty No	Details
<b>1.0</b>	<b>Leadership</b>
1.1	Provide a wide range of occupational therapy services to clients in all regions (Hindmarsh, West Wimmera and Yarriambiack shires) within the West Wimmera Health Service.
1.2	<p>Provide occupational therapy to:</p> <ul style="list-style-type: none"> <li>➤ Inpatients (medical, orthopaedic)</li> <li>➤ Paediatric clients</li> <li>➤ Aged Care residents</li> <li>➤ Community clients (aged care, disability, workplace injury, hand therapy)</li> <li>➤ Facilitation of group activities (exercise, cooking)</li> <li>➤ Neighbouring Health Services on a consultant basis</li>   <li>➤ Outpatients/community at each of the West Wimmera Health Service Campuses (Nhill, Kaniva, Jeparit, Rainbow, Natimuk, Goroke, Murtoa, Minyip &amp; Rupanyup)</li> <li>➤ Outpatients/community at additional communities that maybe visited (Dimboola, Edenhope, Harrow, Woomelang, Hopetoun, Warracknabeal)</li> </ul>
1.3	Conduct initial assessments on new clients, following referral from Doctor, family, self, and/or internal referrals from within WWHS. Plan and provide appropriate assessments, intervention, treatment and evaluation of treatment.
1.4	To liaise with funding organisations including but not limited to Department of Veterans' Affairs (DVA), State Wide Equipment Program (SWEP) and Transport Accident Commission (TAC) regarding provision of equipment prescription and home modifications.
1.5	Efficiently maintain relevant departmental administrative duties such as written correspondence, medical records, assessment, treatment plans, departmental records and statistics.
1.6	Conduct initial OT Aged Care Assessments on all clients admitted to an Aged Care Facility within WWHS as part of the Aged Care Funding Instrument (ACFI). Reviews to be conducted every 12 months or upon request.
1.7	Attendance at meetings as directed or deemed appropriate by Grade 2 Occupational Therapist, or that is relevant to your caseload.
1.8	Actively participate in staff development, on the job training, in-service education, professional meetings and other continuing education programs in order to keep abreast of research and development in occupational therapy.
1.9	Assist in the preparation, delivery and evaluation of Health Promotion programs in which the Occupational Therapy Department are involved as well as those conducted in conjunction with other health disciplines.
1.10	Provide supervision and support to work-experience students and university students, it is expected that grade 1 occupational therapists will only be the main supervisor for first year university students, if correct education/training has been undertaken. Grade 1 occupational therapists may act as a mentor to other university students who are supervised by a grade 2.
1.11	Participate in guest speaking and in-service appointments as required.

1.12	Perform other associated and/or relevant duties as delegated by the Chief Executive Officer or Executive Director of Primary & Preventative Health.
1.13	Have a comprehensive awareness of West Wimmera Health Service Policy Manual, Fire and Disaster Plan and Departmental Policies and Procedures, and act in accordance with these. In addition, be able to direct and respond to queries from the other practitioners in the Department about these documents.
<b>2.0</b>	<b>Quality</b>
2.1	Ensure that all documentation is completed in a timely manner, and satisfies legal and policy guidelines
2.2	Update records and statistics as directed by Executive Director of Primary and Preventative health, which is in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Human Services stipulations.
2.3	Continually participate in the evaluation and modifications service delivery as directed by Grade 2 occupational therapist(s) and/or Executive Director of Primary and Preventative health in order to meet ongoing client and community needs such as through the utilisation of regular quality improvement activities.
2.4	In relation to service delivery modification that may not be addressed through quality improvement activities, suggestions and evidence for practice changes to be collated and submitted for further discussion with the Grade 2 occupational therapist(s) and/or Executive Director of Primary & Preventative Health.
2.5	Assist with the planning and implementation of the Services' Quality Improvement Programmes as directed by Grade 2 occupational therapist(s) and/or Executive Director of Primary and Preventative health.
<b>3.0</b>	<b>Community Involvement</b>
3.1	Represent the WWHS organisation in a positive manner while participating in community events and activities.
3.2	Participate in community engagement activities with local organisations and groups as directed by the Grade 2 occupational therapist and/or Executive Director of Primary and Preventative Health including but not limited to health promotions activities.
3.3	Provide guidance to individuals participating in community, allied health and work experience programs (including supervising 10-year work experience students) as directed by the Grade 2 occupational therapist and/or Executive Director of Primary and Preventative Health.
<b>4.0</b>	<b>Safety and Risk Management</b>
4.1	Comply with all mandatory compliance requirements, such as: Cardio Pulmonary Resuscitation, Fire Evacuation, etc. in collaboration with the Executive Director of Clinical Services.
4.2	Identify and implement measures for patients, visitors and staff safety conforming with Work Cover stipulation as related to the Occupational Health Safety Act 2004 and associated regulations.
4.3	Ensure full awareness of all Service's emergency procedures.
4.4	Ensure occupational therapy service delivery is evidenced based and follows best practice guidelines such as clinical guidelines for stroke managements 2017.
4.5	Ensure participation in regular supervision and professional development in accordance with AHPRA recommendations.

4.6	Participate in regular checking programs to ensure that equipment is in sound working order, identifying and recommending repairs and replacements as required.
<b>5.0</b>	<b>Communication</b>
5.1	Be aware of and practice according to the West Wimmera Health Service mission, objectives, core values and behaviours.
5.2	Disseminate relevant information to other health care workers to facilitate a team approach to service provision, including attending and participating in multi-disciplinary team meetings.
5.3	Liaise with other departments in promoting good working relationships to achieve the optimum provision of quality care.
5.4	Attend meetings with peers and committees as necessary.
5.6	Strengthen and develop relationships with customers, consumers and stakeholders to ensure business viability and opportunities are identified.
5.7	Ensure both written and verbal communication is modified in a manner that the audience will comprehend, including providing documentation in easy to read language and/or in their preferred language. Also involving interpreting services where relevant.
<b>6.0</b>	<b>Appraisal</b>
6.1	Initial performance appraisal – 3 months after start date.  Thereafter – 12 monthly.

**KEY SELECTION CRITERIA:**

<b>1.</b>	Degree or equivalent in Occupational Therapy.
<b>2.</b>	Demonstrated experience and ability to efficiently and effectively plan, implement, manage and evaluate a range of Occupational Therapy services.
<b>3.</b>	Ability to work independently and as a member of the Occupational Therapy Department and Multidisciplinary health team. Must be effective in a team and be able to demonstrate initiative, enthusiasm and flexibility.
<b>4.</b>	Possess highly developed communication (written and verbal) and interpersonal skills including the ability to negotiate effectively with peers and other professionals and speak to community groups as required.
<b>5.</b>	Commitment to principles of Quality Assurance, Equal Employment Opportunity and Occupational Health & Safety.
<b>6.</b>	Current Driver's Licence.

**OTHER DESIRABLE SKILLS / KNOWLEDGE / EXPERIENCE:**

1. Previous experience in a rural setting
2. Awareness of equipment and home modification funding streams such as SWEP, DVA, TAC, NDIS
3. Strong interest in occupational engagement and participation for aged care residents
4. Demonstrated flexibility and/or experience in managing a diverse caseload
5. Possess exceptional time management and organisational skills
6. Well-developed prioritisation skills
7. Potential of leadership qualities and skills
8. Have an understanding of funding guidelines including CHSP and NDIS
9. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, Uniti, BOSSnet and OT Draw or other home modification programs
10. Sound knowledge of health promotion and community education

**OTHER RELEVANT INFORMATION:**

1. Located at Nhill. Regional visits negotiated with other allied health professionals within Hindmarsh, West Wimmera and Yarriambiack shires
2. Appointment is subject to a satisfactory police records check and working with children check prior to commencing.
3. Some after hours work may be required.
4. Expectation to sign a Confidentiality Declaration Prior to employment.
5. Further Professional Development is encouraged and supported, required for accreditation.

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Signature:</b> .....	<b>Signature:</b> .....
<b>Occupational Therapist - Grade 1</b>	<b>Executive Director of Primary &amp; Preventative Health</b>
<b>Date:</b>	<b>Date:</b>