



West Wimmera Health Service

Position Description

Position:	Occupational Therapist - Grade 1
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Occupational Therapist – Grade 2 <u>or</u> Executive Director Community Health
Division:	Community Health
Award:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
Level:	Year level dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering high quality, patient centred health services to ensure our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care - *delivering care that is safe, effective and person-centred, always*

Safety – *providing a safe workplace and services free from avoidable harm*

Unity - *working well together in a great place to work*

Accountability - *doing the right thing by our stakeholders and ourselves*

Innovation – *using our imagination - if there's a better way we will find it*

Our Strategic Directions

Strategy one:	Empower our community to live their best life
Strategy two:	Invest in population health
Strategy three:	Build partnerships for healthier communities
Strategy four:	Harness technology and innovation
Strategy five:	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Occupational Therapy Department staff• Allied and Community Health staff• Clinical staff – Aged Care and Acute	<ul style="list-style-type: none">• Wimmera communities• Health and community organisations, local, regional and state-wide• External consultants

Position Overview:

To provide Occupational Therapy services to acute hospital inpatients, community clients and aged care residents.

Key Selection Criteria:**Essential:**

1. Degree or equivalent in Occupational Therapy.
2. Demonstrated experience and ability to efficiently and effectively plan, implement, manage and evaluate a range of Occupational Therapy services.
3. Ability to work independently without supervision 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.
4. 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.
5. Commitment to principles of Quality Assurance, Equal Employment Opportunity and Occupational Health & Safety.
6. Immunisation history of COVID-19 vaccinations.
7. Current Victorian Driver's Licence.

Desirable:

1. Previous placement or work experience in a hospital/healthcare setting.
2. Experience and understanding of issues specific to provision of services in rural and remote areas.
3. Awareness of the Accreditation process, in particular EQUIP.
4. Strong interest in occupation for aged care residents.
5. Possess exceptional time management and organisational skills.
6. Potential of leadership qualities and skills.
7. Solid understanding of the Primary Health funding guidelines.
8. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, isoft and Uniti. Experience utilising the My Aged Care portal is also desirable.
9. Knowledge and experience undertaking goal directed care planning.
10. Sound knowledge of health promotion and community education.
11. Demonstrated flexibility to manage a diverse caseload.

Key responsibilities:

- Effectively manage an Occupational Therapy caseload across acute, aged care and community settings.
- Actively contribute as a team member to the effective operation of the Occupational Therapy Department, including attendance at regular team meetings.
- Work effectively and collaboratively within the broader WWHS and Community Health Team context.
- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Occupational Therapy services and community development across the Wimmera.

Statement of duties:

Professional Practice:

- Provide a wide range of occupational therapy services to clients in all regions within the West Wimmera Health Service. Client types include Arthritis, Stroke, and Cardiac, Orthopaedic, Aged Care, Paediatric, Multiple Sclerosis, Parkinson's Disease and other conditions as referred.
- Provide occupational therapy to:
 - Inpatients in acute, medical and surgical wards
 - Outpatients at each of the West Wimmera Health Service campuses
 - Community Members and groups
 - Aged Care residents
 - School children as required
 - Neighbouring Health Services on a consultant basis.
- Conduct assessments on new clients, following referral from Doctor, family, self, Nursing staff or other Allied Health staff. Plan and conduct appropriate treatment program, progress reviews and evaluation.
- Provide services with a community based approach in homes, schools, and workplaces as well as hospital, nursing homes, hostels and community health centres and other community locations as required.
- Ensure that Occupational Therapy services are holistic and client centred, working with clients to achieve optimal quality of life and function.
- To liaise with Funding Organisations includes the Department of Veterans' Affairs (DVA) and the Victorian Aids and Equipment Program (A&EP) regarding provision of home medication aids and equipment to assist clients.
- To liaise with community service providers including Wimmera Community Options to deliver quality occupational therapy intervention to clients.
- To efficiently maintain relevant departmental administrative duties such as correspondence, medical records, assessment sheets, treatment plans, departmental records and statistics.
- Complete a Goal Directed Care Plan for all clients who receive Commonwealth Home Support Package (CHSP) funding and to document in their My Aged Care (MAC) file.
- To liaise with the client, Doctors, nursing and Allied Health staff, teachers and family in regard to the client's occupational therapy intervention.
- 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.

- Review standards of resource material provided to clients and community based Occupational Therapy programs. Contribute to the updating, development and acquisition of new material.
- Responsible for training and directing Allied Health Assistants.
- Responsible for contributions to the collation of Departmental Monthly reports and Annual Report, submissions and accountability documents for funding.
- 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.
- 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.
- 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.
- Participate in guest speaking and in-service appointments as required.
- Involvement in annual staff appraisal.
- Perform other associated duties as delegated by the Chief Executive Officer or Executive Director of Community Health.

Financial Management:

- Adhere to the effective application and utilisation of resources within the staff allocations and budget parameters.
- Endeavour, under the instruction of the Executive Director of Community Health to develop strategies to meet expenditure budget expectations for operating and capital purposes.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, volunteers, service users and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised by: Executive Director Community Health	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date:

Updated November 2021