



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Occupational Therapist – Grade 2</b>
<b>Location:</b>	Based at Nhill, and may be required to work across all sites as mutually agreed upon.
<b>Reporting to:</b>	Executive Director of Community Health
<b>Division:</b>	Community Health Division
<b>Award:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 - 2026
<b>Level:</b>	(Level range) or 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. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Gorokey, 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"><li>• OT Department Staff</li><li>• Allied &amp; Community Health Staff</li><li>• Clinical Staff – Acute &amp; Aged Care</li><li>• Executive Director Community Health</li></ul>	<ul style="list-style-type: none"><li>• Nhill &amp; Wimmera communities, health and community organisations, external consultants</li></ul>

## Position Overview:

Provide Occupational Therapy services to hospital patients, community clients and aged care residents.

Take on an active role in the coordination of the operation of the Occupational Therapy Department, in consultation with the Executive Director of Community Health.

## Key Selection Criteria:

### Essential:

1. Bachelor of Occupational Therapy or equivalent.
2. Experience and/or skills above base grade practicing clinician, including the ability to efficiently and effectively plan, implement and evaluate a range of Occupational Therapy services in a variety of healthcare settings.
3. Commitment to adhere to the Australian Occupational Therapy Competency Standards (AOTCS) 2018.
4. Ability to work independently and in a team, whilst demonstrating initiative, enthusiasm and flexibility.
5. Advanced communication (written and verbal) and interpersonal skills.
6. Commitment to principles of Quality Assurance, Equal Employment Opportunity and Occupational Health & Safety.
7. Capability and willingness to teach and supervise colleagues and students.
8. Willingness to work in a rural setting.
9. Advanced time management and organisation skills to aid the management of a diverse caseload.
10. Proven leadership qualities and skills.
11. Effective communication and organisational skills.
12. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
13. Immunisation history of COVID-19 Vaccinations.
14. Current Driver's Licence.

### Desirable:

1. Experience and/or understanding of issues specific to the provision of services in a rural setting.
2. Awareness of the Accreditation process.
3. Competency in the use of computer programs: Microsoft Word, Excel, Outlook, BOSSnet, My Aged Care, Connecting Care, iCare and UNITI.
4. Understanding of the guidelines associated with various funding streams: C&WH, CHSP, DVA, TAC, NDIS, ACFI, PAC, HCP, GPMP, SWEP, and Acute.

**Key responsibilities:**

- Effectively manage an Occupational Therapy caseload across acute, community and aged care settings.
- Provide education and guidance to Grade 1 and Grade 2 Occupational Therapists, Allied Health Assistants and Occupational Therapy Students.
- Coordinate and contribute to quality improvement and service development activities.

**Statement of duties:****Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Provide occupational therapy services to patients on acute wards within West Wimmera Health Service. This includes services for medical, rehabilitation and orthopaedic patients.
- Provide occupational therapy services to clients within the West Wimmera Health Service community. This includes services for paediatric, disability, community aged care, hand therapy and post-acute care clients.
- Participate in the planning, delivery and evaluation of relevant Health Promotion programs, in consultation with the Health Promotion Team and Executive Director of Community Health.
- Undertake any fee-for-service required by contract, to community services outside of West Wimmera Health Service.
- Provide occupational therapy services to colleagues, as a part of the Return to Work (RTW) program.
- Comply with the guidelines outlined by relevant funding sources. This includes completing a Goal Directed Care Plan (GDCCP) for all clients who receive Commonwealth Home Support Package (CHSP) funding, and completing relevant documentation in My Aged Care (MAC).
- Provide occupational therapy services to residents of nursing homes and hostels within West Wimmera Health Service. This includes, initial assessments following admission, with annual reviews thereafter, unless a need for review is identified prior.
- Coordinate and deliver educational programs for colleagues, volunteers and community groups, as required.
- Continue to maintain and develop knowledge, skills and behaviours through ongoing participation in professional development and learning opportunities.
- Identify and use relevant professional and operational supports and supervision. This includes participation in regular professional supervision.
- Ensure practice acknowledges the relationship between health, wellbeing and human occupation, and that it is client-centred for individuals, groups, communities and populations.
- Maintain Occupational Therapy qualification by adhering to AHPRA registration requirements.
- Comply with the Occupational Therapy Board of Australia's standards, guidelines and Code of Conduct.

**Personnel Management:**

- Responsible for management of the Occupational Therapy Department in consultation with the Executive Director of Community Health.
- Act as key contact person for the Department available to the Executive Director of Community Health and/or the Chief Executive Officer.
- Contribute to education and professional practice development of peers and students. This includes: organising and supervising Occupational Therapy students; providing direction and education to Allied Health Assistants (AHA); providing professional supervision to other Grade 1/2 Occupational Therapists; and conducting performance appraisals for Grade 1 Occupational Therapists and AHA, as required.
- Schedule and chair OT departmental meetings on a regular basis, and attend other meetings as directed or deemed appropriate.
- Perform other associated duties as delegated by the Chief Executive Officer or Executive Director of Community Health.

**Financial Management:**

- Assist with the development and implementation of strategies to meet expenditure budget expectations for operating and capital purposes, under the direction of the Executive Director of Community Health.
- Initiate and oversee the effective application and utilisation of resources within the department allocations and budget parameters.

**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.
- Comply with legal and procedural requirements for the responsible and accurate documentation, sharing and storage of professional information and record of practice. This includes adherence to the West Wimmera Health Service policy regarding confidentiality.
- Update records and statistics in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Human Services stipulations.
- Coordinate the evaluation and modification of service delivery in order to meet ongoing client and community needs, in consultation with the Executive Director of Community Health.
- Contribute to the development of annual Quality Activity timetables, timely completion and submission of Quality Activities and ensuring that any follow up is implemented
- Coordinate the implementation of strategies to assist the achievement of departmental targets, in consultation with the Executive Director of Community Health.
- Coordinate regular checking programs to ensure that occupational therapy aids and equipment are in sound working order, identifying and organising repairs and replacements as required.
- Demonstrate 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.
- Coordinate the development and review of departmental policies and procedures, under the guidance of the Executive Director of Community Health.

- Coordinate and contribute to the development, review and acquisition of assessments, resources, aids and equipment and therapeutic materials, relevant for practice.
- Practice in an ethical, lawful and accountable manner, supporting client health and wellbeing through occupation and consideration of the person and their environment.

**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 Occupational Therapy team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

**Direct Reports:**

- Grade 1 Occupational Therapists
- Occupational Therapy Students

**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.

<b>Authorised By:</b> Executive Director of Community Health	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>