



# Position Description

<b>Position Title:</b>	Senior Occupational Therapist	<b>Approval Date:</b>	December 2020
<b>Authorised By:</b>	CEO	<b>Review Date:</b>	December 2023

**Our Vision** People in our communities enjoy better and longer lives

**Our Role** We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

### Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

**Our People** People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

### POSITION OVERVIEW

<b>Job Purpose</b>	<p>This dynamic position sits within the Adult Allied Health team and is responsible for providing clinical expertise, leadership and support to the Occupational Therapists at Box Hill.</p> <p>The role provides clinical supervision and leads service development and change to ensure high quality, evidence based and efficient Occupational Therapy services are delivered to our clients. The Senior Clinician will also participate in organisation working groups representing OT as appropriate, and promote a multidisciplinary approach to service delivery and care.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Utilise clinical expertise in a relevant area and support other OT's with their work in this area.</li> <li>• May manage a clinical load (dependent upon number of days worked)</li> </ul>

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	<ul style="list-style-type: none"><li>• Identify appropriate strategies to address demand and manage wait times for OT service.</li><li>• Understand different and changing funding streams</li><li>• Oversee student placements and support student supervision</li><li>• In addition to clinical supervision, undertake general management of OT's and OT AHA on day to day employment issues including performance reviews, approval of leave, etc</li><li>• Coordinate and facilitate the OT discipline meeting.</li><li>• Oversee OT related quality improvement initiatives, including the development of care pathways for common OT client issues and ensuring the service is delivered efficiently and effectively.</li><li>• Identify and monitor key service metrics together with Manager, Adult Allied Health</li><li>• Identify and coordinate professional development and educational opportunities for OT's, working collaboratively with the People and Culture team.</li><li>• Identify and support service development opportunities</li><li>• Represent OT's on internal working groups and external networks and meetings as relevant, as well as participate in relevant industry networks and committees.</li><li>• Apply the Social Model of Health framework taking a holistic view of client and community needs.</li><li>• Work with the OT team to ensure outstanding clinical care within the restraints of the variety of funding streams applicable to Carrington Health client groups (NDIS, CHSP, HACC-PYP, HCP, private and others as required).</li><li>• Develop person-centred and goal directed care plans with clients to address individual needs.</li><li>• Work collaboratively with others as part of a multi-disciplinary team.</li><li>• Establish and maintain relationships with other health and community care providers to advocate for and ensure continuity of care for clients, particularly those with complex and chronic conditions.</li><li>• Contribute to the development and innovation of integrated multidisciplinary service delivery models.</li><li>• Support implementation of new OT service delivery models and practice.</li><li>• Identify and maintain appropriate links with key service providers.</li></ul>
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	<ul style="list-style-type: none"> <li>• Work closely with Manager Allied Health to ensure equity of access.</li> <li>• Participate in identifying population health needs to guide the current and future direction of services and programs.</li> <li>• Build capacity within the business to respond to the needs of diverse communities to improve their access to health and wellbeing.</li> <li>• Implement procedures and protocols in the planning, delivery and evaluation of programs and health promotion activities.</li> <li>• Facilitate and support community action to promote health, well-being, independence and empowerment.</li> <li>• Participate in the organisational continuous quality improvement program and develop, monitor and review policies and procedures as appropriate.</li> <li>• Participate in the performance management system including the development and monitoring of an individual work plan and annual performance review</li> <li>• Create and maintain client files in accordance with quality standards and organisational procedures.</li> <li>• Undertake evaluation of services and programs in accordance with the Quality Improvement Program Planning System.</li> <li>• Prepare and submit reports as required, including reporting all relevant statistical data according to organisational requirements.</li> <li>• Follow and promote safe work practices, procedures and instructions as per CH policies and procedures.</li> <li>• Perform all duties in a manner, which ensures personal health and safety and that of others in the workplace.</li> <li>• Report all hazards or incidents that cause or may cause harm.</li> <li>• Undertake required training in fire and emergency evacuation procedures as required</li> <li>• Ensure a safe and clean work environment according to quality standards.</li> </ul>
<b>Qualifications</b>	Bachelor Applied Science (Occupational Therapy) or equivalent
<b>Key Selection Criteria (Skills, Experience and Qualifications required)</b>	
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Minimum of seven years' experience</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated proficient computer skills in MS Office applications (Word and Excel)</li> <li>• Experience working in community/public health or community-based setting.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Current Victorian Drivers Licence</li> <li>• Post graduate qualifications in a related and relevant area</li> </ul>					
<b>KPIs/Performance Goals</b>	<ul style="list-style-type: none"> <li>• Commitment to organisational values, the Social Model of Health and Primary Health Care.</li> <li>• Extensive clinical experience in a particular area relevant to Community Health eg aged care, disability etc.</li> <li>• Experience working in a community setting and/or multidisciplinary team.</li> <li>• Commitment to the provision of high quality community health services that meet or exceed recognised health service delivery standards.</li> <li>• High level communication and interpersonal skills, ability to establish relationships with clients and peers.</li> <li>• Capacity to take initiative and engage in the planning, implementation and evaluation of services and programs.</li> <li>• Awareness of and willingness to respond to the needs of clients from culturally and/or linguistically diverse backgrounds.</li> <li>• Computer literacy.</li> <li>• Commitment to working as a member of a multi-disciplinary team.</li> <li>• Demonstrated ability to be flexible, responsive to change with an interest in ongoing learning.</li> <li>• Commitment to the principles of continuous quality improvement.</li> <li>• Ability to develop and maintain effective and efficient work flow systems.</li> </ul>					
<b>Service/Program</b>	Adult Allied Health					
<b>Reports</b>	<table border="1"> <tr> <td><b>Job reports to ...</b></td> <td><b>Direct reports ...</b></td> </tr> <tr> <td>Program Manager -Adult Allied Health</td> <td>Adult serving OT's OT Allied Health Assistants OT Students</td> </tr> </table>	<b>Job reports to ...</b>	<b>Direct reports ...</b>	Program Manager -Adult Allied Health	Adult serving OT's OT Allied Health Assistants OT Students	
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<b>Award/EBA</b>	Allied Health Professionals EA 2017-2021					
<b>Classification</b>	Allied Health Professional Grade 3					

# Position Description

<b>Terms and Conditions</b>	<b>Status</b>	Full time <input checked="" type="checkbox"/>
	(To check boxes, refer to "Guidelines-Check Boxes-2010)	Part time <input checked="" type="checkbox"/>
		Casual <input type="checkbox"/>
		Volunteer <input type="checkbox"/>
	<b>Length of Term</b>	<u>Permanent</u>
	<b>EFT</b>	<u>0.8 – 1.0 EFT</u>

## Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks (such as Disability Worker Exclusion Scheme checks) will be required in accordance with government funding requirements and legislation.
- All employees must provide 100 points of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.

# Position Specification

## MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
DWES	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Other \_\_\_\_\_

## EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition?      Yes                          No   

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

**Signed (employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_