



# Position Description

<b>Position Title:</b>	Occupational Therapist Grade 2	<b>Approval Date:</b>	Jan 2021
<b>Authorised By:</b>	CEO	<b>Review Date:</b>	Jan 2024

**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>Occupational Therapy provides adult services to enable effective and meaningful participation in daily living. The principles of self-management, empowerment and advocacy are encouraged in all service provision. The range of services aims to support, facilitate and empower our clients and their support networks to live well. Working within the Allied Health multidisciplinary team, our Occupational Therapists also work closely with relevant health and welfare agencies in the region to provide appropriate and relevant OT services to meet the needs of our clients and their support systems.</p> <p>Occupational Therapists work with clients via a range of funding sources, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Community Health</li> <li>• Medicare Benefits Scheme (MBS)</li> <li>• Private Health Insurance</li> <li>• Fee-For-Service</li> <li>• National Disability Insurance Scheme (NDIS)</li> </ul>
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	<p>Occupational Therapists have access to medical indemnity insurance through the Victorian Managed Insurance Authority. healthAbility grants rights of Private Practice to staff registered for Medicare Benefits Scheme (MBS) and uses the 100% donation model as the framework for this activity.</p>
<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Provision of quality Occupational Therapy services to individuals and their support networks; including assessment (initial and ongoing as required) treatment, individual and/or group-based programs, education and support services.</li> <li>• In collaboration with the Allied Health Team, healthAbility Occupational Therapists identify, organise, plan, implement and evaluate evidence-based services.</li> <li>• Participation in continuous improvement and planning processes.</li> <li>• Liaison with key stakeholders and local service providers and participate in appropriate networks as required.</li> <li>• Maintenance of client records in accordance with professional and organisational protocols.</li> <li>• Participation in regular interdisciplinary team meetings, case reviews and case presentations;</li> <li>• Completion of timely and accurate collection of appropriate data to meet relevant reporting requirements and to ensure compliance with privacy legislation.</li> <li>• Other duties as required</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor of Occupational Therapy or equivalent.</li> <li>• Registration with Australian Health Practitioners’ Regulation Authority (AHPRA)</li> <li>• Minimum green registration with the State Wide Equipment Program (SWEP)</li> </ul>
<p><b>Key Selection Criteria</b></p>	
<p><b>Mandatory</b></p>	<ul style="list-style-type: none"> <li>• Relevant and recent experience as a practicing Occupational Therapist.</li> <li>• Registration with the Australian Health Practitioner Regulation Authority (AHPRA).</li> <li>• Demonstrated experience in providing services in both individual and group-based settings.</li> <li>• Demonstrated ability to manage workload and meet specified targets.</li> <li>• Demonstrated ability to adapt to a changing work environment</li> <li>• Demonstrated experience, ability and enthusiasm to work in a team setting.</li> <li>• Minimum green registration with the State Wide Equipment Program (SWEP).</li> </ul>

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	<ul style="list-style-type: none"> <li>Registered or eligibility and willingness to be registered for Medicare Benefits Schedule/Private health Insurance registration as a service provider at healthAbility.</li> <li>Current First Aid certificate.</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>
<b>KPIs/Performance Goals</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Ability to develop and maintain effective and empathic client centred therapeutic relationships with clients, families, carers and professional groups</li> <li>Demonstrated writing skills, particularly with respect to the development of clinical reports and applications for services and supports.</li> <li>Capacity for achieve integrated care planning with team members and management relating to presenting issues and emerging needs; for planning and accountability purposes.</li> <li>Capacity to review and interpret research.</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Ability to work independently and as a member of multidisciplinary team.</li> <li>Ability to understand the Occupational Therapy role within multidisciplinary/interdisciplinary groups, Allied health team and healthAbility.</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>Capacity to develop creative, innovative solutions both clinically and organisationally</li> <li>Capacity to develop practical solutions, in consideration of resource limitations</li> <li>Ability to show independence and initiative in identifying and solving problems individually, with colleagues and within a team setting</li> </ul> <p><b>Self-management</b></p> <ul style="list-style-type: none"> <li>Recognition of individual and professional strengths and limitations and practicing within these limitations.</li> <li>Capacity to evaluate and monitor own performance as a clinician and part of the Allied Health team.</li> <li>Ability to take responsibility for actions and commitments and follow through on these.</li> </ul> <p><b>Planning and Organisation</b></p>

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	<ul style="list-style-type: none"> <li>Ability to manage time and priorities effectively, meeting timelines and clinical targets and delegating tasks as appropriate.</li> <li>Capacity to be resourceful, take initiative and make decisions within the scope of practise and organisational boundaries.</li> </ul> <p><b>Learning</b></p> <ul style="list-style-type: none"> <li>Demonstration of ongoing commitment to Professional Development and attends sessions as per professional and organisational guidelines.</li> <li>Capacity to acknowledge the need to learn in order to accommodate change; be open to new ideas and techniques; acquire and apply new knowledge to continuously improve practice; be willing to participate in relevant research or review/reflection of practice.</li> </ul>				
<b>Service/Program</b>	Adult Allied Health Program				
<b>Reports</b>	<table border="1"> <thead> <tr> <th>Job reports to ...</th> <th>Direct reports ...</th> </tr> </thead> <tbody> <tr> <td>Manager Adult Allied Health</td> <td>Nil</td> </tr> </tbody> </table>	Job reports to ...	Direct reports ...	Manager Adult Allied Health	Nil
Job reports to ...	Direct reports ...				
Manager Adult Allied Health	Nil				
<b>Award/EBA</b>	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021				
<b>Classification</b>	AHP1, Grade 2				

<b>Terms and Conditions</b>	<b>Status</b>	Full time <input checked="" type="checkbox"/>
		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>	0.4-1.0 EFT

# Position Specification

## 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 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:** \_\_\_\_\_