

Position Description

Occupational Therapist



Our Vision:

Leading our communities to excellence in integrated health and community services.

Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.

PD No: 26	PD Authorised by:	Issue Date:	Version: 10
Prompt Doc No: MTH0000744			Page 1 of 5
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023

- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Mallee Track Health and Community Service is a smoke free workplace

DEPARTMENT: Community Services

POSITION TITLE: Occupational Therapist

RESPONSIBLE TO: Director of Community Services

POSITION STATEMENT:

The Occupational Therapist practices as part of a multidisciplinary team and undertakes assessments of clients to determine individual capabilities and applies professional expertise to maximise independence and quality of life outcomes for clients.

The OT undertakes health promotion activities and contributes expertise to the development, monitoring and review of programs and activities.

KEY SELECTION CRITERIA:

Essential:

- Tertiary qualification in Occupational Therapy and registration with Australia Health Practitioners Regulatory Authority (AHPRA)
- Highly developed communication and interpersonal skills including report writing
- Demonstrated ability to work in a professional manner with clients, staff and the community
- Ability to manage time and resources effectively
- Demonstrated understanding of assessment and intervention strategies relevant to Occupational Therapy
- Understand and demonstrate respect for diversity and impact on practice
- Commitment to client centred practice as part of a multidisciplinary team
- Victorian drivers licences and willingness to travel between service centres
- Current Police Check.

Desirable:

- Experience of service delivery in a rural setting
- Experience in home modifications and equipment prescription

PD No: 26	PD Authorised by:	Issue Date:	Version: 10
Prompt Doc No: MTH0000744			Page 2 of 5
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023

KEY BEHAVIOURS:

- Maintenance of Practice Standards in relation to Occupational Therapy.
- Practice reflects organisational and Occupational Therapy policies and procedures.
- Prompt, effective resolution of Corrective Action Requests related to the Occupational Therapy Service.
- Utilises Allied Health Assistants appropriately in the delivery of OT services
- Fulfills duty of care, including ethical practices
- Demonstrates a positive attitude to the agreed role and responsibilities of the position.
- Works as a multi-disciplinary team member.

KEY RESPONSIBILITIES:**Organisational:**

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.

Administration

Practice and conduct

- Maintains accurate and comprehensive knowledge of relevant Laws, Acts, Regulations, Standards and Guidelines that affect the Occupational Therapy and Aged Care Industries, and incorporating them into all aspects of practice, including:
 - Standards and Guidelines for Residential Aged Care Services; and
 - Occupational Health and Safety legislation.
- Maintains and updates knowledge base to ensure safe practice and effective performance in the workplace.
- Understands and protects the rights and needs of the customers.
- Understands and protects the rights and responsibilities of the service providers.
- Understands and integrates the values of Occupational Therapy in the organisation and integrates them into work practices.

Customer service

- Identifies and meets customer needs and wants on an ongoing basis in relation to Occupational Therapy.
- Communicates with customers and/or their representatives and Direct Care and service providers in relation to the Occupational Therapy wants and needs of the customers.

Continuous improvement

- Staff are required to participate in the ongoing quality processes of the organisation

PD No: 26	PD Authorised by:	Issue Date:	Version: 10
Prompt Doc No: MTH0000744			Page 3 of 5
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023

Equipment

- Ensures all Occupational Therapy equipment is maintained in accordance with OH&S requirements and manufacturer's guidelines.
- Submits recommendations for equipment up-grading and replacement to Management.
- Effectively utilises and contributes to the operation and management of the OT aids & equipment register

Professional:

- All staff members shall be expected to demonstrate professional responsibility by maintaining knowledge and skills in their area of employment.
- All staff members are expected, as part of their role in providing a safe environment for both customers and staff members, to attend specific mandatory training appropriate to their position. For example emergency procedures, food handling, cardio-pulmonary resuscitation, drug calculations and first aid.
- All staff members shall be expected to maintain strict confidentiality in relation to all matters pertaining to MTHCS activities.
- Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act 1988.
- Other duties as directed.

Management:

Program development, implementation and management

- Provides Occupational Therapy services to all residents of the Mallee Track.
- Contributed to the emotional, physical and lifestyle needs and wants of the customer through assessment and observation, in consultation with the customer, their representative and the Health Care Team.
- Documents each customer's planned Occupational Therapy program.
- Evaluates each customer's Occupational Therapy program in consultation with the customer, their representative and the Health Care Team on a regular basis and modifies plans as required.
- Documents the evaluation of interventions in the progress notes.
- Plans and organises work practices and activities with regard to the customers' preferences and other services activities and plans.
- Supervises and assists Allied Health Assistants in the delivery of programs.

Child Safe Organisation

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.

PD No: 26	PD Authorised by:	Issue Date:	Version: 10
Prompt Doc No: MTH0000744			Page 4 of 5
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023

- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
 - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
 - Comply with all MTHCS OHS policies and procedures
 - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

COMPULSORY TRAINING

As per the schedule

PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
(staff member)

Print Name: _____

Signed: _____ **Date:** ____/____/____
(supervisor)

Print Name: _____

☐ cc: Personnel File

PD No: 26	PD Authorised by:	Issue Date:	Version: 10
Prompt Doc No: MTH0000744			Page 5 of 5
Version Number: 8.0	Reviewed by: CEO & Directors		Last Reviewed: 02/03/2020
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 02/03/2023