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| **Position Title** | Senior Practitioner Occupational Therapist |
| **Program Area** | Primary Health Older Adults |
| **Reports to** | Program Manager |

**POSITION SUMMARY**

The Primary Health Program offers a range of services to individuals and groups to improve, maintain and promote the health and wellbeing of clients across their lifespan. The team provides coordinated, client focused, best practice care. The target population includes people with, or at risk of, chronic conditions, people with multiple and complex needs and those from culturally and linguistically diverse backgrounds. The Practitioners within the Older Adults Team work collaboratively together, and with the other Senior Practitioners across the broader Primary Health Program providing expertise in their discipline/clinical area and building capacity across the Program.

The Senior Practitioner (OT – Chronic Conditions) position is one of three Senior Practitioner Roles within the Older Adults Team, Primary Health Program. The role is responsible for providing leadership and operational oversight to a Multi-Disciplinary Team including Occupational Therapy, Dietetics, Physiotherapy, Podiatry, Community Health Nursing, Speech Therapy and Allied Health Assistants. The Senior Practitioner (OT) provides clinical expertise in the area of Occupational Therapy across the Program and holds the portfolio of Chronic Conditions.

**ROLE OBJECTIVE**

To provide leadership to a multi-disciplinary team including:

Providing day-to-day leadership, management and support for staff (including timely, effective individual operational support & supervision).

Developing, promoting and supporting the implementation of Connect Health accountability and clinical governance and quality mechanisms including: supervision of occupational therapists, performance planning and review, accreditation, audits, professional development, practice reviews, intake, case review, client record management, client feedback, incident management, and relevant policies and protocols.

To provide leadership across the Older Adults Teams and Primary Health Program more broadly by:

Demonstrating advanced knowledge and clinical practice in own discipline (occupational therapy) through formal mechanisms

Building program capacity and expertise in working with clients with complex and chronic conditions

**Scope of practice**

Direct line management and professional supervision of incumbents of allocated multi-disciplinary team

1. Expert clinical leadership in relevant discipline (Occupational Therapy) to members of the Older Adults Primary Health Program through formal structures such as:

- practice review (including case review, client allocations, demand management and evidence-based service delivery models, professional training and development opportunities)

- secondary consultation

- student leadership and mentoring and as required

1. Implementation of the integrated model of care working in a multi-disciplinary environment;
2. Continuous quality improvement leading to best practice.

**OUTSIDE OF THE SCOPE OF PRACTICE**

* Paediatric: Clients under 18 are referred to the relevant paediatric service

**Universal Responsibilities of all employees:**

* Promote activities and programs in accordance with Connect Health & Community Vision and Purpose.
* Model and promote Connect Health & Community Values in the workplace
* Adhere to Connect Health & Community Code of Conduct, ensuring professional conduct and confidentiality is maintained at all times, Equal Opportunity principles are followed at all times and undertake and promote safe work practices and procedures in accordance with Connect Health & Community Policy
* Comply with all legislative requirements relevant to the position , policies, procedures, systems and processes of Connect Health & Community and other external stakeholders
* Connect Health & Community are committed to the safety and wellbeing of children and young people
* Intellectual Property remains the sole property of Connect Health & Community, unless otherwise authorised and confirmed in writing

**INTERNAL and EXTERNAL RELATIONSHIPS**

Internal working relationships include:

* Older Adults Team Members
* Occupational Therapists
* Primary Health Staff

Internal supervision relationships

Multi-disciplinary Staff

External working relationships include:

* Clients and carers
* Professional Bodies
* Regional assessment services
* Other referring agencies

**ORGANISATIONAL CHART**

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**POSITION SPECIFIC RESPONSIBILITIES**

**RESPONSIBILITIES**

The Senior Practitioner (in conjunction with the Older Adults Program Manager) holds the responsibility for the professional and operational management of one of three multi-disciplinary teams in the Older Adults Program

This position is directly responsible for the efficient and effective delivery of services in the Older Adults Teams

This position is also responsible for providing oversight of the Older Adult - Occupational Therapy Services.

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| **Domain** |

 | **Duties**  |
| **Leadership and Culture**  | - Encourage and foster a team culture that embraces Connect Health values and sound clinical governance principles and practices - Assist in the development and implementation of program plans, policies and procedures at a team and program level - Assist in the implementation of the Integrated Model of Care  |
| **Workforce Development**  | Provide operational leadership to a multi-disciplinary team to ensure strategic, program and operational objectives are met - Undertake a range of management functions including recruitment and selection, orientation, staff development and review, leave and performance management. - Provide Operational supervision and clinical guidance to staff within multi-disciplinary team - Ensure that teams follow the Connect Health Scope of Practice and Credentialing Framework and possess the appropriate qualifications and experience to provide safe, high quality care. Ensure team development is planned and provides for a health workforce with appropriate skills and professional group mix. - Identify staff development priorities and contribute to relevant training and development activities within organisation policy and budget.  |
| **Clinical Practice**  | - Provide clinical expertise in area of specific discipline such as Practice review (including case review, client allocations, demand management and evidence-based service delivery models, professional training and development opportunities) - Secondary Consultation - Student Placement Leadership and Mentoring - In conjunction with the Older Adults Program Manager design, implement and monitor clinical indicators for the team - Hold a client caseload (minimum 30% of working hours) - Clinical performance measures, peer review and clinical audit (including client health records) are used to evaluate and improve performance - Ensure the team has effective clinical handover procedures - Work with the team to ensure effective client triage and demand management for Occupational Therapy in the OA program - Demonstrate a leading role in organisational accreditation processes and activities. - Work with the team to ensure care planning is effectively implemented and reviewed.  |
| **Risk Management**  | - Ensure that systems are in place at a team level to actively identify, assess and manage risk within the team (in line with the Risk Management Policy) - clinical incidents are identified and reported consistent with the requirements of our funding agreements with State and Federal Government) - In conjunction with the Program Manager, ensure that clinical incidents are investigated and underlying systems issues and root causes are identified and addressed  |
| **Consumer Partnerships**  | - Support and role model patient centered care - Encourage feedback from clients, carers and families and use information to improve service delivery - Provide appropriate opportunities for clients, carers and families to have input into every aspect of their care. - In consultation with the Program Manager and the other Senior Practitioners, develop links within the wider community sector and be informed about sector directions and developments  |

**GENERAL RESPONSIBILITIES**

1. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations
2. Promote activities and programs in accordance with Connect Health and Community strategic plan 2016-19
3. Contribute to team activities that are in line with the Prevention and Health Promotion Strategy and participate in training as required.
4. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organization
5. Participate in staff meetings and other organized activities such as quality improvement programs.
6. Undertake other duties as directed.

**KEY SELECTION CRITERIA**

Qualifications, Key Skills, Competencies and Personal Attributes

1. Experience leading multi-disciplinary health teams, including well developed clinical supervision skills.
2. Demonstrated experience in managing change and evaluating outcomes
3. Knowledge of the local service environment and experience managing stakeholder relationships
4. Demonstrated ability to meet the key capabilities as defined in the position description above.
5. Sound understanding of clinical governance & effective risk management strategies for improving clinical effectiveness
6. Demonstrated understanding and commitment to Community Health philosophy.
7. Knowledge of chronic disease management approaches and the social model of health.
8. Commitment to, and enthusiasm for, working with the target group.

**Mandatory requirements:**

1. Minimum hold a recognised degree or equivalent in Occupational Therapy
2. Meets requirements of Senior Practitioner or Clinician or working towards these requirements.
3. Professional registration with Australian Health Practitioner Regulation Agency.
4. A high level of clinical expertise and theoretical knowledge in the assessment and management of clients with chronic and complex conditions
5. A current National Police Check
6. A current Working with Children Check

**How you will be assessed**
Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Ability to manage a multidisciplinary team. *The applicant will be an effective leader in both service specific and multidisciplinary teams.*
2. Demonstrated experience in change management. *Willingness to positively engage with business change processes*
3. Client centered approach to care *People oriented person,* *demonstrating good listening and communication skills, attention to detail and reliable in follow through. Able to adjust to people with diverse abilities, culture and language.*
4. Sound business and clinical communication skills.

**PERFORMANCE APPRAISAL**

A professional review shall be conducted 6 months after commencement of appointment and 6 months thereafter with the learning and achievement plan.

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| **Conditions of Employment**  |
| **Remuneration:** | The employee will be paid in accordance with the Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021. Occupational Therapist Grade 3, Year 4 - $2002.11 per fortnight Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy. |
| **Tenure**  | This is a 2 year fixed term position  |
| **Location:**  | Primary Location is 2a Gardeners Road, East Bentleigh. Staff may be required to work at any Connect Health & Community (or partner) site. |
| **Hours of Duty/Flexibility**  | * The Position is part-time
* Standard Hours: 48 per fortnight
* 3–4 days Monday to Friday *– days/hours to be confirmed*
* It is the intention that program and/or service coverage is provided across the span of Connect Health operating times, however, staff may be required to work outside of business hours as requested.
* It is also our intention to offer staff flexibility in relation to hours and days of work.
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| **Probationary Period:**  | * Confirmation of new employees to Connect Health is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.
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| **Pre-employment Checks** | * Employment is contingent upon a satisfactory Police Check & Working with Children Check
* All employees must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.
* Relevant prior service must be disclosed
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| **Pre-Existing Injury/Illness:**  | * Applicants are required to sign a Pre-Employment Declaration Form.
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| **General:**  | * Management, in consultation with the staff member, reserves the right to modify this position description as required.
* Connect Health and Community requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000
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| **Approval Date:** | 14 August 2019 |
| **Revised Date:** |  |
| **Written By:** | Program Manager |
| **Authorised:** | CEO |
| **Acknowledgement:**  |
| **Employee Declaration:** | I have read, understand and acknowledge the contents of this position description. |
| **Employee Name:** |  |
| **Employee Signature:**  |  |
| **Date:**  |  |

**ORGANISATIONAL INFORMATION**

Connect Health & Community is a registered Company Limited by Guarantee operating in a quality, accredited, not-for-profit environment and governed by a Board of Directors.

Connect Health & Community incorporate key service delivery and community programs for Community Health, Commonwealth Home Support Program, Dental, Gambler’s Help Southern (GHS) and Volunteers and Community Connections.

Connect Health & Community employ approximately 160 staff with an operating budget of approximately $12.7M. Connect Health & Community has approximately 200 dedicated volunteers who assist our organisation and community. The organisation’s strategic directions and organisational values are supported by our staff and volunteers and defined by behaviours, skills and attitudes.

Connect Health & Community is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; community and consumer participation and the diverse social aspects of our community.

**VISION**

Healthy People, Healthy Communities

 **PURPOSE**

Assisting you in meeting your health and wellbeing goals.

**VALUES**

**Respect**

* Treating others fairly and objectively
* Value the central role of family and community
* Freedom from discrimination, harassment and bullying

**Responsiveness**

* Meet the needs of our diverse community by providing services that are accessible and innovative, timely, cost effective, appropriate and of a high standard.
* Build an adaptive workforce to respond to changing community needs.
* Minimise barriers for people, especially vulnerable communities.

**Accountability**

* Accepting responsibility for decisions and actions
* Best service value with public funds
* Providing services professionally and to the highest ethical standards
* Acting in a transparent manner

**Collaboration**

* Working with people and communities to deliver quality, accessible integrated service
* Actively involve the community to achieve people-centred service
* Joint communication and decision making treating all clients, staff and the community with care, dignity and understanding
* Provide a supportive and safe work environment for all voluntary and paid staff

**Responsiveness**

* Meet the needs of our diverse community by providing services that are accessible and innovative.