

## POSITION DESCRIPTION

<b>Position Title</b>	Occupational Therapist – Part time
<b>Program Area</b>	Primary Health Older Adults
<b>Reports to</b>	Senior Practitioner

### POSITION SUMMARY

The Primary Health Department at Connect Health and Community is a multi-disciplinary service area with a holistic view towards supporting a healthy community. Our services include a variety of Allied Health and Mental Health services, for people across the whole life span and living with a diverse range of presenting needs.

The program aims to help maintain people in their homes and increase their capacity for independent living. The Occupational Therapists (OTs) work with clients to identify goals around daily living tasks and roles.

These may include

- *Personal Activities of Daily Living:* eating, drinking, taking medication, continence management, bathing, showering and dressing.
- *Domestic Activities of Daily Living:* cooking, cleaning, gardening, laundry, childcare, care of adults
- *Community Activities of Daily Living:* shopping, driving a car, working, studying, volunteering, participating in leisure activities

The Occupational Therapist's aim to empower clients and their families to make informed decisions around their options for activities of daily living.

### ROLE OBJECTIVE

Reporting to the Senior Practitioner, the Occupational Therapist will provide specific Occupational Therapy services to adults in accordance with the Connect Health & Community adult OT scope of practice and the policies and procedures of the organisation.

### SCOPE OF PRACTICE

- To deliver clinical services to clients of the service whom are frail aged; people over 65 with chronic and complex physical and cognitive health conditions; people 18-65 with physical or cognitive disabilities or progressive conditions.
- OT intervention is typically episodic in nature often resolved within 4-8 weeks. Generally clients with chronic conditions will be discharged once their presenting issue is resolved, the goals of the care plan have been met or the client declines further intervention. Clients can be referred for OT services in the future, if further issues arise through the standard intake process. These clients will be placed on the OT waiting list to await a new episode of OT intervention.
- Exceptions to this may include when dealing with funding bodies and other agencies such as the Statewide Equipment Program or clients with a rapidly deteriorating progressive illness. These clients may be kept current in order to respond to changing client needs in a timely manner.

### OUTSIDE OF THE SCOPE OF PRACTICE

- Paediatric: Clients under 18 are referred to the relevant paediatric service
- Mental Health: Clients with ADL issues that do not result from a physical or cognitive disability but rather as a result of a mental health condition are referred to specialist teams.
- Case Management: clients requiring long term case management are referred internally to the Community Health Nursing interim case management service or to Aged Care Assessment Service for a permanent Home Care Package.

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of children and young people

Connect Health is a TOTALLY SMOKE FREE WORKPLACE

**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:

- Allied health and other service providers
- Volunteers
- Other staff in the organisation

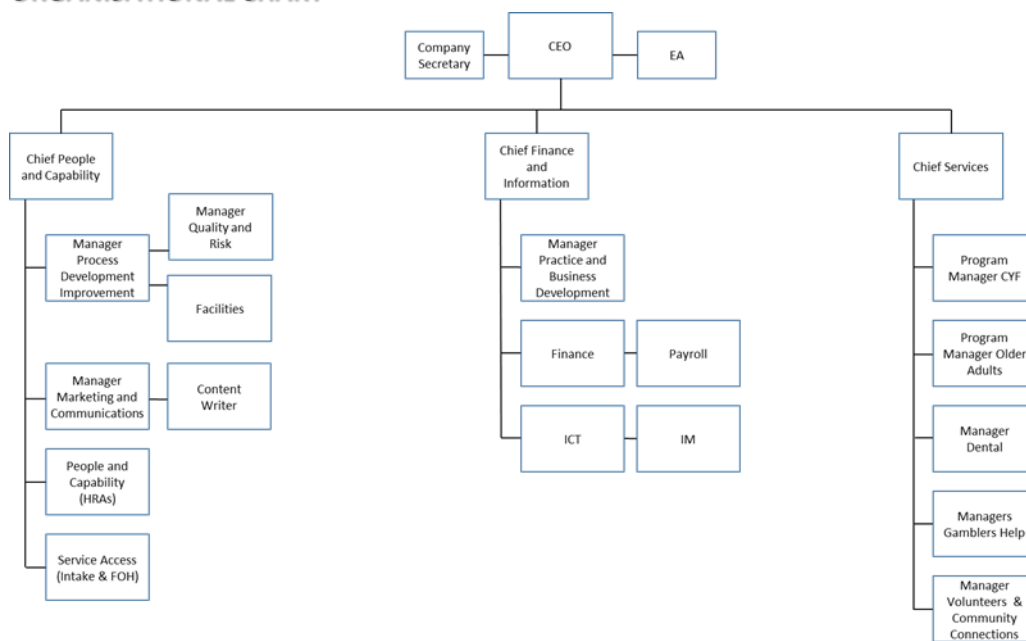
Internal supervision relationships

- Grade 1 Occupational Therapists (if applicable)
- Students
- Clinical supervision of Allied Health Assistants.

External working relationships include:

- Assessment services of My Aged Care
- Assistive Technology suppliers
- Home Modification services
- StateWide Equipment Program
- Office of Housing
- Other community health centres

**ORGANISATIONAL CHART**



**POSITION SPECIFIC RESPONSIBILITIES**

- Accept clients from the priority waiting list in order of urgency and waiting time.
- Complete a comprehensive needs assessment of the client, offer information on services to the client and engage the client in setting goals and creating a client centred care plan.
- Provide clinical services to clients in their own home or community that may include the prescription of assistive technology, education on alternate strategies, home modifications and referrals to other services to maximize quality of life and safety. Care plans will include goals for improving independence in ADLs and reducing falls and pressure injury risk.
- Make referrals with client consent to relevant services, complete funding applications for recommended assistive technology or home modifications such as through the StateWide Equipment Program or Personal Alert Victoria where applicable.
- Meet documentation standards for Connect Health & Community and the OT discipline.
- Liaise and work cooperatively with other staff members and external agencies where relevant to client care and OT practice.
- Direct and support the Allied Health Assistant in relation to client services.
- Participate in the clinical supervision of OT students.
- Positive and regular participation in the integrated model of care and working in a multi-disciplinary environment.
- Provide input as needed in chronic disease programs such as cardiac rehabilitation.

**GENERAL RESPONSIBILITIES**

1. Commit to the transition of Connect Health & Community towards a contestable market environment where funding for service provision will be changeable and evolving
2. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations
3. Promote activities and programs in accordance with Connect Health and Community strategic plan 2016-19
4. Contribute to team activities that are in line with the Prevention and Health Promotion Strategy and participate in training as required.
5. Participate in working towards continual quality improvement within the business
6. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organisation
7. Participate in staff meetings and other organised activities such as quality improvement programs.
8. Undertake other duties as directed.

**KEY SELECTION CRITERIA****Qualifications, Key Skills, Competencies and Personal Attributes**

1. Minimum three years clinical experience as an Occupational Therapist in the field of physical disability, rehabilitation, aged care or community health.
  2. Ability to demonstrate up to date evidence based Occupational Therapy practice skills for the appropriate target population: adults to great aged persons.
  3. Demonstrated ability to work well with others in a multi-disciplinary team environment.
  4. Ability to meet statistics and targets for throughput in accordance with funding requirements and discipline specific targets.
  5. Demonstrated initiative, ability to prioritise and organise self independently and efficiently.
  6. Ability to work with other organisations either in a consulting capacity or joint assessment and treatment capacity.
  7. Excellent written and verbal communication skills, including client reports, minutes and agendas, work proposals and group presentation with or without Microsoft power point presentation.
  8. Demonstrated ability to participate in the planning and evaluation of services.
  9. Flexible in service delivery and responsive to change.
  10. Knowledge of and participation in continuous quality improvement processes.
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11. Commitment to continuing professional development.
12. Computer literate: Microsoft office suite: Word, Power point, Outlook, basic level Excel spread sheet data input.
13. Experience with TrakCare client management system (highly desirable)
14. Experience with My Aged Care System (desirable)
15. Experience in supervising allied health assistants and volunteers.
16. Experience with student supervision and/or supervision studies.

**Mandatory requirements:**

- Current Victorian Driver's Licence
- Current Police and Working with Children Checks
- Registered prescriber with the StateWide Equipment Program.
- Professional registration with Australian Health Practitioner Regulation Agency.

**Qualifications:**

- Recognised degree or equivalent in Occupational Therapy.

**Assessment**

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

- **Supports strategic direction**  
Proven high level ability to analyse situations and propose creative solutions, particularly in relation to communications and marketing.
- **Achieves results**  
Demonstrated ability to prepare effective and tailored materials for communications and marketing projects and to monitor and evaluate their implementation.
- **Supports productive working relationships**  
Demonstrated high level communication, both written and oral and consultation and negotiation skills with proven ability to liaise with senior executives and the staff within the organisation.
- **Displays personal drive and integrity**  
Proven ability to act independently to meet project goals within identified deadlines and budgets.
- **Communicates with influence**  
Knowledge of contemporary communications and marketing best practice, and experience in implementing communications and marketing strategies in practical situations.

**PERFORMANCE APPRAISAL**

A professional review shall be conducted 6 months after commencement of appointment and 6 months thereafter with the Senior Practitioner.

Conditions of Employment	
<b>Remuneration:</b>	Occupational Therapist Grade 2 The employee will be paid in accordance with the Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2017 – 2021.  Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy.
<b>Tenure</b>	This is a tenured position until 30/6/2022.

<b>Location:</b>	Primary Location is 2A Gardeners Road, East Bentleigh Staff may be required to work at any Connect Health & Community (or partner) site.
<b>Hours of Duty/Flexibility</b>	<ul style="list-style-type: none"> <li>◆ Part time - 60 hours per fortnight</li> <li>◆ Standard Hours - 4 days per week 8.30 to 16.30 (7.5 hours per day)</li> <li>◆ It is the intention that program and/or service coverage is provided across the span of Connect Health and Community operating times, however, staff may be required to work outside of business hours as requested.</li> <li>◆ It is also our intention to offer staff flexibility in relation to hours and days of work.</li> </ul>
<b>Probationary Period:</b>	<ul style="list-style-type: none"> <li>◆ Confirmation of new employees to Connect Health and Community is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.</li> </ul>
<b>Pre-employment Checks</b>	<ul style="list-style-type: none"> <li>◆ Employment is contingent upon a satisfactory Police Check &amp; Working with Children Check</li> <li>◆ 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.</li> <li>◆ Relevant prior service must be disclosed</li> </ul>
<b>On-going employment Checks</b>	<ul style="list-style-type: none"> <li>◆ It is the responsibility of staff to maintain and keep up to date all mandatory Checks, related to their position at their own cost.</li> </ul>
<b>Pre-Existing Injury/Illness:</b>	<ul style="list-style-type: none"> <li>◆ Applicants are required to sign a Pre-Employment Declaration Form.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>◆ Management, in consultation with the staff member, reserves the right to modify this position description as required.</li> <li>◆ 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</li> </ul>
<b>Approval Date:</b>	21 January 2020
<b>Revised Date:</b>	March 2020
<b>Written By:</b>	Jean Magar Program Manager
<b>Authorised:</b>	CEO
<b>Acknowledgement:</b>	
<b>Employee Declaration:</b>	I have read, understand and acknowledge the contents of this position description.
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

**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.
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