

Position Description

Occupational Therapy

Award or EBA:	Health Professionals Multi-Employer Agreement
Classification/Grade:	Grade 1
Directorate:	Allied Health and Community Development
Reports to:	Team Leader Occupational Therapy
Direct Reports:	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

This position contributes to the success of DPV Health by operating as an Occupational Therapist within the Physical Wellbeing team.

This position is responsible for provision of Occupational Therapy assessment and intervention to clients across DPV Health Program areas including the provision of support to community based clients to maintain or improve functional abilities and independence.

The Occupational Therapist works within a multidisciplinary team setting and contributes to team-based care to support achievement of individual client goals with a focus on maximising clients' engagement and capacity in managing their health.

Roles Key Accountabilities

Service Delivery

- Conduct Occupational Therapy assessments and interventions to support community based adult clients in maintaining or improving functional abilities and independence. This will include the prescription of equipment and home modifications.
- Develop care plans that reflect client goals and a client-centred self-management approach.
- Contribute to the multidisciplinary team including the development of team care plans to support achievement of individual goals
- Participate in regular reviews and case conferences to monitor progress and to plan for future needs
- Appropriate allocation of tasks to Allied Health Assistants
- Ensure completion of client notes and reports in a timely manner
- Undertake regular reviews of programs and services offered to clients to ensure they align with best practice and are meeting their objectives and outcomes.

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Reporting, System and Analytics

- Ensure client activity and statistical data is documented in the required systems in a timely manner and in alignment with DPV Health procedures.
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, Gemba, Trim and others

Financials, Budgets, Target, Funding

- Achieve individual activity targets and contribute to service targets
- Identify opportunities to enhance the financial sustainability of the Occupational Therapy service
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively addressed new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Disability Worker Exclusion Check
- Travel between sites may be required
- Valid Working With Children Check
- Satisfactory Police Check

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Bachelor degree in Occupational Therapy or equivalent as approved for registration by the Occupational Therapy Board of Australia
- Current Registration with AHPRA as an Occupational Therapist

Experience & Skills:

Service Delivery

- Experience working as an Occupational Therapist in a community setting including work with CALD, Aged and clients with a disability
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Registration as a SWEP prescriber will be an advantage

Communication and interpersonal approach

- Excellent written and verbal communication skills including an ability to work within an inter-professional framework and collegiate manner
- Sensitivity to issues related to the provision of services in a community of high cultural diversity

Client Focussed

- Ability to help clients identify and achieve their health and occupational performance goals
- Excellent at developing, establishing and sustaining interpersonal relationships.

Industry

- Ability to work independently with supervision and be adaptable in a changing work environment

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities
- Commitment to maintaining a high standard and quality of work and ethics

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____