



## **POSITION DESCRIPTION**

### **Occupational Therapist – Grade 2**

This position description describes the scope and skills required of the Occupational Therapist – Grade 2 at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

**POSITION:** Occupational Therapist – Grade 2

**REPORTS TO:** Manager – Health & Wellbeing

**LOCATION:** Based at Link Health and Community  
Clayton / Glen Waverley

### **ORGANISATIONAL CONTEXT:**

Link Health and Community is a multi-sited community health service, providing a comprehensive range of health and community services primarily to residents of the City of Monash and surrounding communities.

The Link HC Vision is: Healthier people participating in their communities

Underpinning principles in achieving this vision are that Link HC:

Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly

Recognises that client, community and staff engagement in all aspects of our activities is essential for effective governance

Strives to provide quality services, in a professional, timely manner, to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired who use sign language as their primary mode of communication.

Link HC is committed to partnering with other organisations to offer integrated health and well-being services that are consistent with state-wide health needs and social priorities.

Link HC actively places the individual at the centre of their care so they can take part in their community. This is done by providing information and skills to help consumers make their own decisions and formulate their own goals; helping them to stay motivated, foster independence, health and wellbeing.

The Link HC Guiding Values are:

We **care** for our community and for the people who use our services

We **listen** to people who need our services and we advocate for our community

We provide **accessible**, innovative, and high quality services and programs

We **partner** with other organisations to ensure the development and delivery of better services

## **POSITION OBJECTIVE**

The principal objective of this position is to support people with complex physical and age related difficulties in their home environment to promote independence and function, ensuring that occupational therapy services are culturally relevant. The Occupational Therapist will achieve this through individual and/or joint consultation, group therapy and home visits. The Occupational Therapist will provide person centred care, reablement and restorative care as described by funding models.

## **DUTIES AND RESPONSIBILITIES**

The position holder will provide quality services in line with the program aims, funding guidelines and the vision and values of Link HC.

### **1.0 Service Delivery**

The position holder will support the provision of occupational therapy services. These services will be in line with program aims, funding guidelines, service agreements, and the vision and values of Link HC. Primary services provided include but will not be limited to: -

- 1.1 Supporting clients to enhance safety in the home and promote independence via integrated and coordinated assessment and care planning. This will include education, home modification, demonstration of useful aids and equipment and associated funding applications
- 1.2 Provision of personal care plans, demonstration and instruction of clients, carers and service providers
- 1.3 Collaboration with client, carers and relevant service providers to establish care plans that reflect the client's goal and facilitates self management
- 1.4 Assist client to apply for funding in relation to aids, equipment and home modification needs
- 1.5 Provide timely follow up for clients, carers, case manager and service providers
- 1.6 Monitor 'at risk' clients and provide feedback appropriately, in line with organisational policies and procedures
- 1.7 Providing relevant service and health information to clients, prospective clients, the service system and broader community.
- 1.8 Meeting organisational, funding and brokerage targets in relation to service delivery criteria.

## **2.0 Administration**

- 2.1 Ensure up to date records according to quality standards and contribute to ensuring safe custody and confidentiality of all records whether in hard copy or electronic format.
- 2.2 Prepare and maintain appropriate statistical data, reports and analysis activities as required
- 2.3 Supervise students and volunteers as required, or as appropriate
- 2.4 Communicate with Manager – Health & Wellbeing in respect to role responsibilities and professional expertise in order to assist with program development
- 2.5 Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services
- 2.6 Participate in identifying professional development and training needs and attend professional development activities as required

## **3.0 Health Promotion**

- 3.1 Contribute to Link Health and Community health promotion activities and participate if required in developing relevant programs and projects in line with Link HC's Health Promotion Plan.
- 3.2 Work collaboratively with other disciplines in developing a comprehensive multi-disciplinary health promotion approach to the local community as required.

## **4.0 Quality Improvement and Professional Development**

- 4.1 Support the organisational culture, which promotes continuous service improvement and innovation.
- 4.2 Contribute to the QIP Accreditation Process, including identifying, developing, implementing and evaluating quality improvement activities.
- 4.3 Participate in identifying professional development and training needs and attend professional development activities as required.
- 4.4 Assist the Human Resources Manager in developing policies and procedures for Link HC human resources practice as appropriate.

## **5.0 Occupational Health & Safety (OHS)**

- 5.1 Actively support a range of activities in accordance with Occupational Health & Safety legislation obligations and in line with the Link HC Risk Management Program.
- 5.2 Support and participate in the Link HC OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
- 5.3 Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- 5.4 Report injuries in the Site Register.
- 5.5 In the event of a workplace injury occurring, cooperate fully with the nominated Return to Work Coordinator, treating medical practitioners and health professionals to facilitate an early return to work and access to an appropriate rehabilitation program.

## **6.0 Equal Employment Opportunity.**

- 6.1 The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:

- A workplace which is free from harassment;
  - Ensuring that activities and practices prevent and eliminate unlawful discrimination
  - Promote merit and equity in the workplace.
- 6.2 will contribute to the successful management of diversity in the workplace.
- 6.3 will, if and when required, co-operate with any relevant enquiry into complaints and attend supervision and performance management meetings.

## **7.0 Community Engagement and Consumer Participation**

Link HC values collaboration with consumers and community members to improve the way our services are developed, planned and delivered. We are committed to community engagement and consumer participation and as such support ways in which the community's health can be optimized and its strengths are recognized and built upon by encouraging all staff to:

- Support and contribute to the goals and objectives of the Community Engagement and Consumer Participation Policy.
- Actively participate in recruiting consumers, carers, and the community to participate in all aspects of the organization.
- Promote awareness that Link HC encourages consumer, carer, and community participation at all levels of the organisation.

Work collaboratively with other staff, the community and consumers to plan, implement and evaluate services, projects and programs

## **8.0 Organisation Policies & Procedures**

- 8.1 Maintain currency of knowledge and practice with Link HC specific Regulations, Policies and Procedures as applicable to the position and as amended from time to time.

## **9.0 Code of Conduct**

- 9.1 The Link HC Code of Conduct provides a framework of expected behaviours with the view to ensuring that Link HC is a safe work environment with the expectation that all dealings are conducted with integrity and respect at all times. All employees are expected to understand and abide by the Code of Conduct.

## **REPORTING RELATIONSHIPS**

This position is accountable to the Manager – Health & Wellbeing

### **Performance Review:**

#### **Criteria:**

Participation in regular performance appraisal based on a documented individual performance plan with stated performance indicators including output targets is expected. The performance plan and outputs will be negotiated in accordance with a regular cycle of review.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **Essential**

- Bachelor of Applied Science in Occupational Therapy or equivalent
- Current AHPRA Registration
- Registration at a SWEP (amber/red level is desirable)
- Current Victorian drivers licence

- 2 years experience in a community setting

#### **Desirable**

- Demonstrated ability to work well within a multidisciplinary team as well as independently
- Demonstrated client focus in the assessment, treatment and case management of individual clients and groups.
- Knowledge and experience with SWEP and other funding bodies
- Well-developed group facilitation skills
- Demonstrated excellent interpersonal and communication skills
- Ability to manage own workload and maintain continuity of care for clients
- Knowledge of community health principles and a commitment to providing primary health services in the community.
- Understanding of principles of confidentiality, and rights and responsibilities of consumers/clients within a community health context as part of the Privacy Act
- Understanding of the principles of self-management of chronic disease
- Sensitivity to and an understanding of particular needs of clients from CALD backgrounds.
- Ability to speak a relevant second language
- Knowledge of and ability to use the TRAK reporting system
- Efficient word processing and computer skills including mobile technology (iPADs)

## KEY RESULT AREAS

- KRA1** Meet target requirements specified by Link HC from the DHHS Funding & Service Agreement (FASA)
- KRA2** All client documentation completed in accordance with the Client Health Records policy and to meet legislative requirements.
- KRA3** Statistics are accurate and completed in TRAK within agreed timeframes as per Link HC policy.
- KRA4** Develop a culture of continuous quality improvement in line with accreditation.
- KRA5** Work proactively with the various disciplines within Link HC and in the Community Health setting.
- KRA6** Demonstrated commitment to ongoing professional development & education.
- KRA 7** Ensure a consumer focus.
- KRA 8** Contribute to quality improvement in line with accreditation standards

## SERVICE VALUES

**The values of Link HC will be demonstrated by:**

**Caring** for our community and for the people who use our services

**Listening** to people who need our services and who we advocate for our community

Providing **accessible**, innovative, and high quality services and programs

**Partnering** with other organisations to ensure the development and delivery of better services.

Approved: .....

Vanessa Jones  
**Manager – Health & Wellbeing**  
Link Health and Community

I acknowledge and agree that the above position description is an accurate reflection of the

[Click here to enter text.](#)

Signed: .....  
Employee

Name: .....

Date: .....