

POSITION DESCRIPTION

Occupational Therapist – Grade 1

This position description describes the scope and skills required of the Occupational Therapist – Grade 1 at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION:	Occupational Therapist – Grade 1
DEPARTMENT:	Health and Wellbeing
REPORTS TO:	Community Care Manager

POSITION SUMMARY:

The principal objective of this position is to support people living in the community to achieve optimal health and wellbeing through assessment, care planning, intervention, referral and multi-disciplinary care.

POSITION ACCOUNTABILITY:

- Provide direct person-centred care to clients including clinic and home-based assessment, education, care planning and referral
- Assist clients to prioritise strategies for self-management
- Participate in the multidisciplinary team to provide integrated and coordinated care to clients, families and carers
- Provide follow up and ensure appropriate monitoring and review of clients, through liaison with clients, carers, case managers and other health service providers as required.
- Monitor at risk clients and liaise with Team Leader and/or Grade 2 Occupational Therapists to implement appropriate risk management strategies
- Provide advocacy and support for clients and carers
- Plan for, and facilitate therapeutic group programs and create and develop new programs in response to community need as required
- Provide relevant service and health information to clients, prospective clients, the service system and broader community
- Meet organisational and funding targets in relation to service delivery criteria
- 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.
- Prepare and maintain appropriate statistical data, reports and analysis activities as required
- Supervise students and volunteers as required, or as appropriate
- Communicate with Community Care Manager in respect to role responsibilities and professional expertise in order to assist with program development
- Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services
- Participate in identifying professional development and training needs and attend professional development activities as required

PERFORMANCE MEASURES:

- Clients are satisfied they receive integrated care that reflects Link HC values.
- Client records are accurate and maintained in line with Link HC health records policies and procedures.
- Funding and service agreement targets are recorded and achieved.
- Quality improvements are identified and actioned as appropriate.
- Work proactively with the various disciplines within Link HC and in the Community Health setting.
- Continued professional development is identified and achieved to sustain quality and contemporary service delivery.
- A positive team culture that reflects Link HC values is encouraged and supported.

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the east and south-east of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises 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 employee engagement in all aspects of our activities are 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 and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational 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
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Bachelor Occupational Therapy or equivalent
- Registration with AHRPA
- Victorian Drivers Licence
- Current National Police Check
- Current Working with Children Check
- Registered as a SWEP prescriber

Desirable

- An understanding of the principles of Community Health
- Two years' experience in a community health setting
- Group facilitation / presentation skills
- 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
- Experience working independently
- Well-developed interpersonal skills
- Excellent written and verbal communication
- Proficient ICT skills and experience with electronic health records and mobile technology

Mandatory Requirements

- A National Police check
- An international police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children Check
- Evidence of your qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Credentialing documentation
- Evidence of your registration with a regulatory body or equivalent professional membership
- Working rights within Australia
- Victorian Driver Licence
- First Aid Certification inclusive of CPR
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved:

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Van Ta-Placidi

General Manager, Health and Wellbeing

Link Health and Community

I acknowledge and agree that the above position description is an accurate reflection of the
Occupational Therapist – Grade 1

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.