

## POSITION DESCRIPTION

### Occupational Therapist

<b>POSITION:</b>	Occupational Therapist
<b>DEPARTMENT:</b>	Health and Wellbeing
<b>REPORTS TO:</b>	Senior Occupational Therapist
<b>DIRECT REPORTS:</b>	N/A

#### POSITION SUMMARY:

The Occupational Therapist provides holistic, multidisciplinary, episodic care that is underpinned by Link HC’s Vision and Values. This is achieved by collaborating with a range of internal and external service providers including the Regional Assessment Teams and State Wide Equipment Program.

The Occupational Therapist is accountable for clinical quality and safety upholding their professional code of ethics, participation in continued professional development, reflective practice and supervision.

Care and services are provided under the Commonwealth Home Support Program, Home and Community Care Program- Young People and Community Health Program with the shared aims of promoting wellness and reablement, maintaining independence and quality of life and ultimately preventing or delaying the need for tertiary or residential care.

The person will work across Link HC sites.

#### POSITION ACCOUNTABILITY:

- Deliver high quality, person-centred occupational therapy care and services through individual assessment, intervention, goal directed care planning and review of clients to enhance safety in the home and promote independence.
- Liaise with clients, carers, the multidisciplinary team, assessors and service providers regarding referral and further support for clients as required.
- 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.
- Complete funding applications in relation to aids, equipment and home modification requirements.
- Contribute to continuous quality improvement and clinical quality and safety through engagement with identification, planning, development, implementation and evaluation of services and programs, policies and procedures.
- Provision of professional supervision/clinical support to peers, allied health assistants and undergraduate Occupational Therapy students.

- Effective and safe prioritisation of clinical workload that demonstrates appropriate use of resources in consultation with the Senior Practitioner.

#### PERFORMANCE MEASURES:

- Clients are satisfied they receive integrated care that meets assessment outcomes and client expectations.
- Accountability for clinical practice including client records is demonstrated by compliance with relevant professional code of conduct, professional ethics, understanding of the evidence and engagement in continued professional development.
- Active engagement in quality initiatives and a positive, safe and accountable team culture which achieved service improvement.
- Funding and service agreement targets are achieved and recorded in an accurate and timely manner.
- Meet the Performance Measures set out in the Link HC performance review program.
- Regular and constructive attendance and participation in team and clinical practice meetings.

#### 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.

#### 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 of Occupational Therapy (or equivalent)
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- State Wide Equipment Program (SWEP) registration (amber credentialing level is desirable)
- Minimum four years clinical experience
- Demonstrated ability to work autonomously and as a participatory member of a multidisciplinary team
- Highly developed written and verbal communication and interpersonal skills
- Demonstrated competency in the use of electronic health records and Microsoft Office applications

### **Desirable**

- Membership of Occupational Therapy Australia – Victoria
- Demonstrated experience in a community setting providing services in a client's home
- Understanding of the principles of Community Health and aims of the Commonwealth Home Support Program
- Previous experience in staff and student supervision
- Demonstrated familiarity with equipment funding programs and processes
- Demonstrated experience working with My Aged Care and/or National Disability Insurance Scheme

### **Mandatory Requirements**

- Current 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
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Registration with a regulatory body or equivalent professional membership (as determined)

- Working rights within Australia
- Current 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:



**Sheree Phillips**  
**General Manager Health and Wellbeing**

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

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 are a child safe and equal employment opportunity employer 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.*