
Position overview

Position title:	Occupational Therapist
Department:	Allied Health
Directorate:	Primary Care
Classification:	Grade 1 or 2
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Reports to:	Community Health Manager

About us

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometres south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometres south west of Sale and 62 kilometres south east of Traralgon.

We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

YDHS want to attract and retain the best staff to provide an exceptional service to our community. We promote and develop opportunities for people to contribute to and encourage innovation, leadership and collaboration. We are committed making YDHS a Centre of Excellence in everything we do.

Position overview

The Occupational Therapist will be responsible for providing safe, appropriate and quality Occupational Therapy services for Yarram and District Health Service consumers, ensuring objectives and standards of care are met. This role also involves providing support and guidance to Allied Health Assistants and students. The Occupational Therapist will perform duties relevant to their contracted classification as per the classification structure set out in the enterprise agreement.

The Occupational Therapist will work to provide therapy support across the community, acute care & residential aged care settings. This includes adult and paediatric community clients through SACS, CWH, HACC-PYP and CHSP funding; as well as full cost recovery through the National Disability Insurance Scheme (NDIS), Home Care Packages, DVA and TAC.

Responsibilities

The role involves:

Operational duties

- Ensure client data and service delivery statistics are recorded in an accurate and timely manner as per organisational needs.
- Ensure patient medical records are maintained in accordance with the requirements of the law, the Department of Human Services and Health Service policies and procedure.
- To work with the Occupational Therapy team to ensure the service meets best practice guidelines.
- To provide regular effective and quality clinical supervision to the Allied Health Assistants. This includes formal and informal supervision practice models.
- Participate in regular supervision sessions with an Occupational Therapist regarding clinical cases, timetabling, caseload management, professional development, future directions, and other issues as relevant.
- Maintain and participate in quality improvement activities within the YDHS quality improvement planning process to enhance the quality of Occupational Therapy service provision.
- To delegate to, supervise and direct Allied Health Assistants in relation to their scheduled Occupational Therapy time and tasks.
- With support, identify need for, assess, implement, review and evaluate Occupational Therapy programs for clients of the Yarram and District Health Service.
- Attend team meetings for both administration and client-based discussions (centre and/or community based), and where needed, to convene such meetings.
- Maintain and participate in quality improvement activities within the Health Service, under the framework of the Aged Care Quality Standards.
- Facilitate effective communication between departments of the Health Service to promote integrated work practices.

Clinical responsibilities

- To deliver best practice Occupational Therapy intervention across acute, residential care and community for clients across the lifespan.
- Plan, implement and evaluate Occupational Therapy intervention for allocated client caseload, with support where necessary.
- Provide education to staff in appropriate Occupational Therapy techniques for ongoing programs to be implemented.
- Provide services within individual or group programs, and as single or multiple therapist sessions. Clients will range from paediatric through to geriatric age groups.
- Establish and maintain professional relationships with clients, care givers and agencies which will aid in maximizing treatment outcomes.
- Enhance the independence and skills of primary caregivers, facilitating their ability to undertake the key agent of therapy role where appropriate.
- Prescribe appropriate equipment to clients (splinting, ADL assistive devices, home equipment, wheelchairs, etc.), in liaison with funding agencies as needed.
- Conduct home assessments and make recommendations for alterations and equipment needs. Liaise with tradespeople to facilitate completion of modifications.
- Work within the bounds of all funding models to support the sustainability of the service as directed by management.
- Provide a consultative and resource service to other health professionals, teachers, parents and others.
- Participate as a team member in the provision of Occupational Therapy services to ensure effective planning, treatment and care management to achieve established goals and objectives.
- Maintain confidentiality in matters relating to patients, residents and staff.
- Prepare and maintain patient medical records in accordance with the requirements of the law, the Department of Human Services and Health Service Policies and Procedures.
- Able to work with, train and delegate to Allied Health Assistants in line with the Department of Health's AHA Framework.

Person Centred Care

- Ensure that all consumers, their families, visitors, and our colleagues are treated with respect and dignity.
- Listen to and collaborate with our consumers to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life.
- Support our consumers to understand and learn about their health.
- Involve consumers and their advocates in their healthcare decisions.
- Respect healthcare decisions made by consumers.
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs.

Key Selection Criteria

- The ability to work with clients with Occupational Therapy needs across a full range of ages and settings, including thorough assessment, appropriate treatment skills, evaluation of therapy techniques and accurate documentation.
- Interest or demonstrated knowledge in one or more of the following clinical areas of practice: Paediatrics, Acute Inpatient, Hand Therapy, Residential Care and Falls Prevention.
- The ability to work independently or with minimal supervision.
- Experience in evaluating personal performance through critical self-reflection and the ability to modify behaviour as needed.
- Experience in managing time effectively and prioritising tasks.
- The ability to problem solve and access information and/or support to supplement basic knowledge.
- Professional and effective behaviour, interpersonal and communication skills including computer literacy.
- Experience or willingness to provide effective and quality clinical supervision to Allied Health Assistants and students.

Relevant information

YDHS is responsible for employing and contracting employees who meet stringent community and public sector expectations. Applicants shall be required to provide and maintain:

- An original National Police Record Check completed within the last twelve (12) months prior to commencement of employment.
- An employee Working with Children Check.
- An NDIS Workers Screening Check.
- Relevant professional registrations.
- Complete a Pre-existing injury declaration form and undergo any other relevant checks, education or licencing as directed, at own cost.

Employee agreement

I have read and understand the above Position Description and acknowledge that it reflects, in general the duties, responsibilities and accountabilities of this position and other duties that may be required to successfully perform my duties.

I am committed to the YDHS vision, mission, values and strategic plan.

Employees name:

Employees signature:

Directors name:

Directors signature:

Date: ___/___/___

Version control

Written:

10/2000

Reviewed:

05/2006, 08/2009, 04/2010, 08/2011, 01/2014, 04/2018, 05/2020,
10/2020, 12/2022, 09/2023, 10/2024