



Position Description

Occupational Therapist

Award or EBA:	Health Professionals Multi-Enterprise Agreement
Classification/Grade:	Grade 2
Directorate:	Health and Community
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

DPV Health Occupational Therapy services have a strong focus on prevention, early intervention, restorative and strength-based interventions to facilitate the maintenance and/or improvement of activities of daily living.

The purpose of this position is to provide Occupational Therapy assessment and intervention to clients across DPV Health Physical Wellbeing program areas. This will include the provision of community-based and centre based assessments, and interventions for clients, to maintain or improve their functional abilities and independence.

Our team-based approach to interventions ensures the Occupational Therapist will work within a multi-disciplinary framework. The development of client directed care plans assists the achievement of client goals whilst implementing a self-management approach to service delivery.

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

Roles Key Accountabilities

Service Delivery

- To conduct Occupational Therapy assessment and intervention to support community-based clients in maintaining, or improving, functional abilities and independence. This will include the prescription of equipment and minor/major home modifications.
- To develop care plans that reflect client goals and ensure service delivery reflects a self-management approach.
- To work within a multidisciplinary framework and contribute to team-based care plans to support the achievement of individual client goals.
- To develop and run group-based programs that support clients to maintain and/or improve self-management of their functional abilities.
- To provide leadership and supervision, as required.

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Other Duties:

- Adhere to the Organisational and Program policies and procedures.
- Support and supervise the practice of Allied Health Assistant staff, as required.
- Participate in project work in conjunction with other relevant health professionals.
- Participate in relevant networks and forums and maintenance of links with key external agencies.
- Undertake professional development activities to maintain and enhance skills.
- Participate in the Individual Performance Review (IPR) process including the development of annual work plan, ensuring activities are carried out as outlined.
- Attend service unit meetings, staff meetings and other organisational meetings as required.
- Contribute to a positive culture within the Physical Wellbeing program and foster a multidisciplinary approach to client care.
- Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to clinical skills development.
- Undertake any reasonable additional tasks as directed by DPV Health.
- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
- Practice complies with AHPRA and delegated scope of practice.

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, MyBooking, ESS, E3, Gemba, Trim and others
- Program evaluation and improvement.

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

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|-------------------------------------|-------------------------------------|
| • Current Victorian Drivers Licence | • Valid Working With Children Check |
| • Disability Worker Exclusion Check | • Satisfactory Policy Check |
| • Travel between sites is required | |

Authority

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

Key Selection Criteria

Qualifications

- Bachelor of Occupational Therapy, or equivalent.
- Current registration, as an Occupational Therapist, with AHPRA
- Eligibility for SWEP registration

Experience & Skills

Service Delivery

- Experience conducting Occupational Therapy assessments and intervention to support community-based clients in maintaining, or improving, their functional capacities and independence.
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client,
- Experience working as an Occupational Therapist in a community setting including work with CALD, Aged and clients with a disability
- Experience conducting therapeutic and/or health education groups

- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Understanding client needs and providing excellent service.
- Experience working within the NDIS preferred.
- Experience providing supervision, as required.

Communication and interpersonal approach

- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity
- Utilises interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions and socio economic circumstances
- Communicating to a diverse range of audiences in an informative, engaging and persuasive manner
- Ability to present complex information in an easily understood and accessible format

Client Focussed

- Excellent at developing, establishing and sustaining interpersonal relationships.
- Builds client relationships and builds a culture where best for the client guides decision making.
- Demonstrated responsiveness to client needs and wants. (Internal and external)

Additional Information

Planning and Organisation

- Ability to write clear, concise and informative reports
- Excellent understanding and knowledge of the funding changes impacting the sector
- Ability to understand the client needs and delivery the required service considering costs and funding/revenue

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities
- Knowing the most effective and efficient processes to get things done. Speaking up and making suggestions when things can be done better for the client
- Capacity to make decisions, find solutions and escalate when required
- Seek opportunities to improve processes adapting to a flexible and changing environment
- Commitment to maintaining a high standard and quality of work and ethics

Self-motivated

- Solution orientated and creative thinker
- Ability to work independently and meet agreed timelines

Employee Acknowledgement

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

Signature _____ Date _____