

Employee Position Description

Position Details				
Position Title: Occupational Therapist Grade 2	Department: Allied Health	Agreement: Victorian Stand Alone Community Health Centres, health professionals Multi-Employer enterprise Agreement 2018-2022		
Reports To: Occupational Therapy Manager	Location: Predominantly based at Hawthorn with ability to work from all sites			
Direct Reports: Nil	Employment Status: Full Time Permanent	Classification: Grade 2 (Year as per EBA)		
Position Primary Purpose				
<p>This position will have a clinical caseload and provide Occupational Therapy services for clients 18 years and over with chronic conditions, developmental and neurological disability, acute conditions as appropriate for community based services and frailer, older people. Services will include home based and centre based interventions as required. This position will include the delivery of clinical services across revenue streams relevant to community based OT services including but not limited to HACC, CHSP, NDIS, HCP, Community Health and Fee For Service (FFS).</p> <p>This position reports to the Manager of Occupational Therapy, and will receive supervisory support from the Senior Clinician and/or other members of the OT team.</p> <p>The role is expected to foster an environment that reflects consumer and person-centred care focus. This includes working with clients and carers to assist them to achieve their disability and health related goals, using a multidisciplinary team approach. The position encompasses promotion of health and wellbeing across the spectrum from prevention, early intervention through to a range of services for various conditions.</p>				
Decision Making Authority	Key Relationships			
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> • Decisions relating to clinical service delivery, unless significant risk to Client or staff is identified where clinician is not familiar with standard Practice or management of this risk 	<p>Internal</p> <ul style="list-style-type: none"> • Senior Clinician Occupational Therapy • Manager of Occupational Therapy • Senior Manager Allied Health • NDIS Coordinator and NDIS admin support worker • Intake & Reception Staff • Colleagues in Allied Health, Mental Health, Dental, Medical and 			
<p><i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i></p>				
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	Community services
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Key Accountabilities	
Focus Areas	Responsibilities
Provision of clinical services	<ul style="list-style-type: none"> • Provide occupational therapy services at industry benchmark level for community based clients including involvement of other members of the multidisciplinary team where indicated • Be aware of and compliant with documentation, record keeping and administrative requirements of all funding streams, legislation and Access Health & Community Policies and Procedures relevant to OT services • Meet Targets and Key Performance Indicators relevant to your role and in compliance with Government and Access Health and Community standards • Partner with consumers to deliver care ensuring compliance with National Safety and Quality Standards, relevant Government and Funding stream requirements and Access Health & Community Policies and Procedures. • Effectively collaborate with the multidisciplinary team to enhance clinical outcomes of clients • Takes responsibility for accurate, timely work results • Provide excellent client experience demonstrating sound clinical judgement and ability to work collaboratively with clients to help them achieve their goals. • Contributes to organisational quality improvement • Provide high value healthcare • Understand roles and interdependencies of other departments and divisions at AccessHC • Understand funding and revenue streams relevant to providing OT based services
Professional development and supervision	<ul style="list-style-type: none"> • Maintain continuous professional development (CPD) requirements for registration • Maintain and develop Scope of Practice and Competency requirements for your role. • Proactively identify own educational needs, seek information from a range of sources and assist with the development of appropriate, effective and evidence based service delivery • Engage in and support the Supervision framework for the Occupational Therapy and AHA team. • Contribute to the delivery of practical placements and supervision of Occupational Therapy students • Demonstrate commitment to continuous professional development and quality improvement • Supervise and delegate appropriate clinical and administrative tasks to Allied Health Assistants and volunteers • Participate in and may take responsibility for defined areas such as student coordination, leadership of a portfolio group or special project as directed and supported by senior clinician or OT manager.

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Key Accountabilities	
Focus Areas	Responsibilities
Health promotion	<ul style="list-style-type: none"> Contribute to the provision of health promotion and prevention strategies to individual clients, their families and the broader community.
Models of care	<ul style="list-style-type: none"> Understand and work within an Active Service Model and a Biopsychosocial model of health.
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct. Maintain current and professional credentials in accordance with relevant legislation and industry requirements Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times. All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Works collaboratively within and outside the team

Selection Criteria

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (if applicable) • Working With Children Check • Professional Registration • NDIS Screening Check <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Bachelor of Occupational Therapy or relevant other • SWEP registered (or eligible to apply) • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Demonstrated clinical skills and experience in the delivery of Occupational Therapy services with any one of the following; progressive neurological, mental health or disability diagnosis, chronic disease, age related conditions. • Understanding of fee for service model of care, NDIS and My Aged Care • Experience in prescribing home modifications, assistive technology and knowledge of SWEP • Demonstrated ability to function as part of a multi-disciplinary team • Experience in supervising grade 1 OTs, allied health assistants, volunteers and/or students • Well-developed written and verbal communication skills • Experienced in communicating and working with people from a diverse range of social, cultural and ethnic backgrounds • Bilingual language skills are highly valued • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • Demonstrated behaviours consistent with AccessHC values • Driver's Licence (driving is an inherent requirement of the role)
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AccessHC is a Child Safe Organisation.

AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>