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| **Position Title** | Occupational Therapist |
| **Position Number** |  |
| **Department** | Community Services |
| **Classification** | Grade 2 |
| **Agreement** | [Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employees) Enterprise Agreement 2021 - 2026](https://intranet.eghs.net.au/Files/Human%20Resources/Awards%20Agreements/Allied%20Health%20Professionals%20(Victorian%20Public%20Sector)%20(Single%20Interest%20Employers)%20Enterprise%20Agreement%202021-2026.pdf) |
| **Reports to:** | Direct- Allied Health Manager  Indirect – Director Community Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To work cooperatively and effectively within the multidisciplinary team, to deliver Occupational Therapy services within the health service and the broader community. To implement relevant assessments, treatment and evaluation to a designated caseload of inpatients, outpatients, community clients (including paediatrics), aged care residents, and outreach clinics as part of the East Grampians Health Service (EGHS). To practice as an Occupational Therapist in accordance to the National OT standards, codes, registration requirements and guidelines.

**Department / Unit Specific Overview**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services based at the community health centre in Ararat. We offer outreach services to Willaura as well as the Bush Nursing Centres in Lake Bolac and Elmhurst. Our services include Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education, Social Work and Health Promotion. These services support other clinical areas including our acute and residential aged care patients.The Community Health Centre also provides consulting space for visiting doctors, health professionals and the region’s Maternal Child Health Nurses.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* **Clinical Expertise/Skills:** Provide occupational therapy assessment and intervention to adults and children in the Community Health Centre, acute services, EGHS aged care facilities, client’s homes and outreach services.
* **Safe practice and environment:** Safely and effectively provide occupational therapy services within scope of practice and make referrals as required. Complete documentation in the client’s electronic medical record (OPAL)
* **Communication:** Collaborate with EGHS staff and external organisations to provide the best outcomes for clients
* **Stakeholder relationships:** Co-operatively liaise with a range of professionals in the close community and beyond, including advocate for the client to support them to progress towards their goals as required
* **Leadership:** Provide supervision, assessment and coordination of occupational therapy students during their placement at EGHS
* **Practice improvement and skill development:** Continue to enhance clinical skills with professional development opportunities and participation in regular clinical supervision, annual professional development planning

**Key Performance Indicators**

These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of appointment and then reviewed on an annual basis.

* Demonstrates practice within the Vision, Purpose and Values of EGHS
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement
* Promotes and maintains an environment of teamwork and professionalism
* Demonstrates commitment to personal and professional development
* Personal Development Plan (PDP) completed annually
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors
* Measured in accordance with the capabilities outlined in the Victorian Allied Health Capability Framework level 2
* Clinical time/productivity maintained at average of 80%
* Completion of documentation accurately at the end of each day

Key Selection Criteria

**Essential Criteria:**

* Qualified as an Occupational Therapist and holding current registration with AHPRA.
* Meet the specific eligibility requirements to register with Medicare Australia.
* Experience in community based and acute health service settings.
* Demonstrated commitment to holistic patient centred care.
* Demonstrated knowledge of varied methods of evidence based assessment, treatment and evaluation within Occupational Therapy practice.
* Highly proficient in the use of a range of computer software programs including Microsoft Office.
* Demonstrated ability to function independently or as a collaborative member of a team.
* Excellent communication, negotiation, organisational and time management skills.
* Ability to manage a clinical caseload effectively
* Current drivers licence

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker check
* Immunisation requirements (annually)

**Desirable Criteria**

* Understanding of rural community living and potential impacts of this on Occupational Therapy practice

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) | June 2024 |
| Developed By Sarah Woodburn | Developed by Director Community Services |
| Date of next review (12 months) | June 2025 |