



# Position Description

Position Identification			
<b>Position Title:</b>	Occupational Therapist		
<b>Direct Reports</b>	Nil	<b>Indirect Reports:</b>	Nil
<b>HRIS Position Number:</b>	2077	<b>Effective Date:</b>	June 2021
<b>Location:</b>	Bell Street, Coburg; Other Merri Health sites dependent on client demand		
<b>Scope of Practice:</b>	Not Applicable		
<b>Delegation of Authority:</b>	Refer to Delegation of Authority Policy		
<b>Agreement/Classification</b> <small>*For HR use only</small>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> <li>Occupational Therapy, Grade 2</li> </ul>		
Organisational Context			
<b>Divisional:</b>	Aged and Primary Care Division		
<b>Program:</b>	Prevention and Complex Care	<b>Unit:</b> Prevention and Chronic Illness Care Team	
<b>Organisational Chart</b>	<pre> graph TD     A[General Manager Aged &amp; Primary Care] --&gt; B[Manager Prevention &amp; Complex Care]     B --&gt; C[Team Leader, Prevention &amp; Chronic Illness Care]     C --&gt; D[Occupational Therapist]           </pre>		
Position Summary			
<p>This position will complete client centred and holistic assessments to support the client to identify appropriate allied health supports for their NDIS plan. This includes existing NDIS participants and potential NDIS clients. This position will work closely with clients, their supports, internal and external agencies to formulate a clear and comprehensive report from an allied health perspective for the NDIS covering all relevant domains.</p> <p>This position is a short term funded service under the Home and Community Care Program for Younger People (HACC-PYP) to support the clinical assessment and related reports required by the National Disability Scheme (NDIS) for people to access allied health through an NDIS plan. Clients do not need to be a current HACC-PYP or CHP client to access this service.</p> <p>This position does not provide allied health intervention to clients, the role is primarily to assess clients and provide written reports to assist the NDIS to determine whether they will include allied health in the recipient's NDIS plan.</p>			



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Position Accountabilities	
<b>Responsibilities</b>	<p><b>Clinical Duties:</b></p> <ul style="list-style-type: none"><li>• Ensure all clients have access to high quality, efficient and effective Occupational Therapy and interdisciplinary assessment for NDIS reporting purposes based on the best available evidence and consistent with accepted professional and organizational policies and procedures</li><li>• Utilise a strengths-based, client centred approach to support a client to identify their goals/needs and provide clear recommendations to support clients to achieve their goals</li><li>• Provide ADL (activity of daily living), functional capacity and other relevant assessments within the client's home or other natural settings.</li><li>• Provide recommendations to the NDIS for ongoing Occupational Therapy, and where appropriate other allied health services, to ensure the clients reaches their optimal level of function.</li><li>• Complete written clinical records and reports to a high standard that meet both the needs of the client, Merri Health and the NDIA.</li><li>• Liaise with and provide therapy reports to the NDIS, Support Coordination, external organisations and other referrers/funding bodies as required</li><li>• Work with the client's significant others, including carers/family, treating practitioners, support coordinators, LAC/NDIA planners and/or case managers.</li><li>• Integrated assessment with multidisciplinary team members and external agencies where required to develop comprehensive clinical reports</li><li>• Accurate and comprehensive documentation and communication in the client information management system and with referrers, service providers and stakeholders in accordance with Merri Health documentation policy and best evidence-based practice</li><li>• Work with the client to access health related/other supports if need is identified during assessment that is not funded by the NDIA or immediate escalation of care is required</li><li>• Ensure that services are accessible, culturally relevant and inclusive</li></ul> <p><b>Generals Duties</b></p> <ul style="list-style-type: none"><li>• In conjunction with the P&amp;CIC team Leader; work with internal and external key stakeholders to support the development and implementation of processes, pathways and protocols related to this position.</li><li>• Demonstrate an understanding and ability to provide services and supports within the parameters of the funding available.</li><li>• Fulfil administrative requirements such as data collection and record keeping</li><li>• Ensure services meet quality service standards, and contract agreements.</li><li>• Develop and maintain an up to date and indepth understanding of NDIS principles, philosophy of an insurance based model, legislation, rules and regulations and how this applies this role</li><li>• Participation in health education and health promotion relevant to the service</li><li>• Attendance at P&amp;CIC staff meetings</li></ul>



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	<ul style="list-style-type: none"> <li>• Ensure that program development and service delivery reflect the cultural and social diversity of the local community</li> </ul> <p><b>Professional Development and Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Identify and participate in Quality Improvement activities in collaboration with OT Clinical Support and Team Leader P&amp;CIC</li> <li>• Participation in professional development opportunities to support continuous learning relevant to position</li> <li>• Participate in operational supervision with P&amp;CIC Team Leader</li> <li>• Participate in relevant networks and forums and maintenance of links with key external agencies</li> <li>• Participate in individual performance review as per Merri policy</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li> <li>• Undertake any reasonable additional tasks as directed by Merri Health.</li> <li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li> <li>• Practice complies with professional registration, national code for health care workers and delegated scope of practice.</li> </ul>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"> <li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks.</li> </ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"> <li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li> <li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li> <li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> <li>• May be required to occasionally lift and carry items weighing up to 10kgs</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• Be proactive in risk identification, notification and management.</li> <li>• Comply with Merri Health’s policies and procedures</li> <li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li> </ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p><b>Capabilities</b></p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility</p>



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	of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
Key Selection Criteria	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Occupational Therapy and current AHPRA registration</li> <li>• Minimum of 2 years experience in Occupational Therapy working with adults (aged under 65) and younger clients with a range of disabilities</li> <li>• Demonstrated knowledge of Interdisciplinary, generic and Occupational Therapy assessment tools relevant to role/sector</li> <li>• Knowledge and understanding of the National Disability Insurance Scheme (NDIS).</li> <li>• A commitment to Merri Health values and philosophy, and ability to engage in the enhancement of Merri Health culture in meeting organisational objectives</li> <li>• Ability to communicate effectively with a wide range of people, including a diverse client base, external stakeholders, community service agencies, community groups</li> <li>• Demonstrated knowledge and experience of cultural factors and working with people from vulnerable population groups and culturally diverse backgrounds.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Prior experience in disability under the NDIS</li> <li>• Experience working with people with a mental health diagnosis, Autism and disability</li> <li>• Experience working with paediatric clients; particularly school aged children</li> <li>• Experience writing clinical reports to a high standard that meet the needs of clients seeking allied health through the NDIS</li> <li>• Membership of relevant professional organisation</li> </ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"> <li>• National Police check</li> <li>• Working with Children Check</li> <li>• Current full or probationary Drivers Licence</li> <li>• Statutory Declaration</li> <li>• Immunisation Category A</li> <li>• Right to Work in Australia</li> <li>• Registration with AHPRA</li> </ul>