



# Position Description

Position Identification			
Position Title:	Occupational Therapist		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:	1225	Effective Date:	September 2017
Location:	Bell Street, Coburg and other Merri sites dependent on client demand		
Scope of Practice:	Scope of Practice		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification: *HR Use Only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> <li>Occupational Therapist, Grade 2</li> </ul>		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Aged Care	Unit: CHSP Wellness	
Organisational Chart	<pre> graph TD     GM[General Manager Aged &amp; Primary Care] --&gt; M[Manager Aged Care]     M --&gt; TL[Team Leader CHSP Wellness]     TL --&gt; OT[Occupational Therapist]           </pre>		
Position Summary			
<p>Occupational Therapists funded under the Commonwealth Home Support Program (CHSP) are responsible for providing assessment and management for clients 65 years and older (50 and older for Aboriginal and Torres Strait Islander people).</p> <p>The CHSP program is underpinned by a wellness approach, which focusses on clients' strengths, is goal oriented and aims to maximise independence and autonomy. The CHSP also embraces principles of reablement and restorative care which are time limited and goal oriented approaches that help clients adapt to a functional loss and/or address a particular deficit.</p>			
Position Accountabilities			
Responsibilities	<b>Service Delivery</b> <ul style="list-style-type: none"> <li>Assessment of clients to identify current strengths and valued activities impacted by their altered capacity.</li> <li>A focus on the functional skills required to achieve goals as identified by the client.</li> <li>Skills training for clients, carers and direct care workers, and carer support and training.</li> </ul>		



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- The prescription of equipment (including funding applications) and recommendations for home modifications to enhance occupational performance.
- Client-centred goal setting and care planning including case conferencing where appropriate.
- Education about health conditions, self-management strategies, including referrals to appropriate exercise groups.
- Referral on to other services and allied health practitioners where appropriate, including timely discharge planning.
- The development and maintenance of partnerships with internal and external providers (i.e. GPs, community groups) to advocate for clients and improve continuity and coordination of services.
- Strengths based assessment of clients to identify current strengths and valued activities impacted by their altered capacity, including a focus on the functional skills required to achieve goals as identified by the client.
- Provide recommendations and/or interventions to support the capacity of the client to achieve their goal
- Maintenance and/or restoration of skills to complete daily living activities.
- Standard and complex ADL equipment assessment, customization, trial, prescription and related client education. This may include but is not limited to hoists, bathroom aids, manual/electric wheelchairs, scooters and vehicle modifications (not related to the driver).
- Prescription of minor and major home modifications and use of relevant standards as a guideline to best practice.
- Completions of relevant documentation to ensure client's goals are met. E.g. SWEP applications, Housing advocacy.
- Communication with other relevant services including but not limited to builders, architects, suppliers, hospitals, case managers.
- Participation in planning, designing and implementation of group programs that operate across different sites of Merri Health.
- Health education (both on an individual basis as well as part of group programs), particularly with a focus on reablement and restoration of function.
- Participation in multidisciplinary care co-ordination and treatment planning for client management as appropriate.
- Ensure all patients have access to high quality, efficient and effective Occupational Therapy services based on the best available evidence.
- Involvement in Occupational Therapy student placement planning, supervision and feedback.
- Provision of high quality, evidence based services for all clients consistent with accepted professional and organizational policies and procedures.
- Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients.
- Accurately record data as required by agency and funding bodies, and ensure timely follow up on data quality reports as requested by the Team Leader.

### Other Duties

- Support Aged Care program staff in facilitating multidisciplinary student placements.
- Adhere to the Organisational and Program policies and procedures.
- Support and supervise the practice of Allied Health Assistant staff (if required).



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	<ul style="list-style-type: none"><li>• Participate in project work in conjunction with other relevant health professionals.</li><li>• Participate in relevant networks and forums and maintenance of links with key external agencies.</li><li>• Undertake professional development activities to maintain and enhance skills.</li><li>• Participate in the Individual Performance Review (IPR) process including the development of annual work plan, ensuring activities are carried out as outlined.</li><li>• Attend service unit meetings, staff meetings and other organisational meetings as required.</li><li>• Contribute to a positive culture within the Aged Care program and foster a multidisciplinary approach to client care.</li><li>• Undertake an active learning approach to maintain and enhance professional skills.</li><li>• Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to clinical skills development.</li><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 AHPRA 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 and the GLBTIQ community to join our workforce.</i></p>



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<b>Capabilities</b>	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 of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
<b>Key selection criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Bachelor of Applied Science (Occupational Therapy) or equivalent.</li><li>• Eligible for credentialing with SWEP.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in self-management education.</li><li>• Experience with the use of technology to support service delivery in the home setting environment.</li><li>• Experience working in community setting.</li><li>• Experience working with people from CALD backgrounds and those with disabilities.</li><li>• Fluent in a second language spoken in the local community.</li></ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"><li>• National Police check</li><li>• Current full or probationary drivers licence</li><li>• AHPRA Registration</li><li>• Disability Worker Exclusion Scheme (DWES)</li></ul>