



BANYULE
Community Health

POSITION DESCRIPTION

POSITION TITLE	Occupational Therapist
PROGRAM AREA	Allied Health
AWARD AND CLASSIFICATION	Health Professional Services Award – Public Sector – Victoria Award 2003 Occupational Therapist Grade 2. Incremental level according to experience.
LOCATION	The position is principally based at Banyule Community Health Service (BCHS), West Heidelberg. However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCHS. In essence, all these organisations at differing locations will come under the auspices of BCHS for the purposes of this role.
REPORTS TO	This position reports to the Team Leader who is accountable to the Program Manager of Clinical Services and through her to the Chief Executive Officer and the Committee of Management.
PERSONNEL SUPERVISED	Nil
ORGANISATIONAL CONTEXT	Banyule Community Health provides a comprehensive range of health, welfare and social support services from sites at Greensborough and West Heidelberg. The agency is a Company Limited by Guarantee, registered as a Community Health Service with the Health Services Act and the is governed by a properly constituted Board of Directors which is appointed by the Board and elected by the members at the annual general meeting. We are a smoke free work environment.
LOCAL WORK ENVIRONMENT	The provision of Allied Health services is one of a number of services provided by BCHS. This involves providing a comprehensive Occupational Therapy services to BCHS. We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff that

	<p>are flexible, multi-skilled and are able to work with a diverse range of individuals, groups and community agencies. We look for people who are prepared to learn and take on new skills, responsibilities and challenges. Staff are expected, when required, to rotate with, and back-up other staff. In addition, there may be occasions when staff are asked to work at other sites. Generally, we are looking for staff to have a good working knowledge of areas other than their own.</p>
<p>POSITION SCOPE</p>	<p>To provide appropriate and relevant occupational therapy services (advice, assessment, prescription of equipment, education and support) to meet the needs of frail elderly, disabled, people from culturally diverse backgrounds and their carers in their own homes.</p> <p>The Occupational Therapist position is focussed on several key areas of the operation of the Service. The incumbent is expected to maintain a high level of knowledge and skills in the areas indicated in the section "Key Responsibilities and Duties".</p> <p>These duties have been determined by management after considering the current Strategic plan of the organisation, some contractual obligations, priorities established in local health needs surveys and in consultation with present incumbent of this position.</p>
<p>KEY RESPONSIBILITIES</p>	<p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Provide comprehensive assessment services to the target group in the areas of personal care, safety, independent living, social, psychological and emotional issues. • Provide a range of services including information, education, equipment, advice and support to meet the needs of frail elderly, disabled people and their carers. • Resource and support carers of frail aged and disabled people. • Liaise and work co-operatively with other staff members at BCH to ensure appropriate referral and case management responsibilities. • Liaise with external key service providers (e.g. Aged Care Assessment Services, Banksia Palliative Care, City of Banyule, Royal District Nursing, Bundoora Extended Care Centre, Northern Disability Linkages, Austin and Repatriation Medical Centre A&EP Coordinator) and ensure appropriate referrals and case

management responsibilities where appropriate.

- To be actively involved in the HACC Active Service Model including assisting the Banyule City Council HACC Assessors with LAHA's when required
- To actively participate in the BCH Supervision pilot project as per Supervision Policy
- Other duties as directed by Program Manager/Team Leader.

Administrative Responsibilities/other:

- Work co-operatively with the other Occupational Therapists in ordering, administering and maintaining OT supplies and equipment to ensure smooth and safe operation of the service. All orders must be authorised by the Team Leader.
- Maintenance of record keeping, computerised appointment system and submission of statistical data, using Trak IT data base, report writing and other documentation as required by management.
- Contribute to the development of policies and procedures of the Allied Health Service Unit when required.
- Attend relevant seminars/workshops and SIG meetings to update and maintain Occupational Therapy knowledge and skills.

Other Duties

- To ensure that client confidentiality is respected and upheld at all times.
- To notify management in the event of any damage or interference with the organisation's buildings, vehicles and/or equipment.
- To promote good public relations on behalf of the organisation.
- To participate in project work as required, in particular client surveys.
- To ensure services are delivered in a culturally sensitive manner

	<ul style="list-style-type: none"> • To ensure a safe workplace according to OHS standards and policies • To participate in the ongoing quality improvement activities of the agency. These activities include planning and evaluation of programs and services, performance development and audits. • Any other duties as instructed by the Program Manager from time to time.
<p>QUALIFICATIONS AND EXPERIENCE</p>	<p>Mandatory Criteria</p> <ul style="list-style-type: none"> • Approved qualification in Occupational Therapy mandatory. • Eligibility for Membership of the Occupational Therapist’s Association of Australia. • Sound knowledge in Occupational Therapy practice, together with demonstrated commitment to maintain and update such knowledge. • Experience in working with frail aged, disabled and people from culturally diverse backgrounds. • Caring and friendly attitude to people experiencing different types of disability, age related problems and isolation. • Demonstrated ability to work effectively as part of a multi-disciplinary team, and to contribute to the promotion of the organisation and its services. • Highly developed interpersonal and communication skills. Report writing skills (A&EP reports) essential. • Highly developed time management and organisational skills, demonstrated ability to administer own clinical work practice and manage waiting lists. • Current Full Victorian Motor Vehicle Licence. • Satisfactory police check where applicable or as required by legislation. <p>Desirable Criteria</p>

	<ul style="list-style-type: none"> • A second language (useful but not necessary)
CORE ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work as part of a multidisciplinary team.
POLICY & PROCEDURES	All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by the Board of Directors

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Employee's Name _____

Employee

Date

Manager

Date

The job description was revised on 26th May 2010