



POSITION DESCRIPTION

POSITION TITLE	Occupational Therapist
PROGRAM AREA	Allied Health
AWARD AND CLASSIFICATION:	Health Professionals Services – Public Sector- Victoria Award 2003 Occupational Therapist Grade 2
PERIOD OF APPOINTMENT:	Permanent
LOCATION	The position is principally based at Banyule Community Health (BCH), West Heidelberg site. However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCH. In essence, all these organisations at differing locations will come under the auspices of BCH for the purposes of this role.
REPORTS TO	The position reports to the Team Leader who is accountable to the Program Manager of Clinical Services. This Manager in turns reports to the CEO. This position is also accountable to the Community Link Coordinator at Austin Health.
PERSONNEL SUPERVISED	Allied Health Assistant.
ORGANISATIONAL CONTEXT	The Banyule Community Health provides a comprehensive range of health, welfare and social support services from sites at Greensborough & West Heidelberg. The organisation has a Board of Management, which is partially elected and partially appointed by the Governor in Council on the recommendation of the Minister for Health. The community makes decisions about the health service through community elected Board of Management representatives and through consumer participation strategies. We operate in a dynamic environment where change is the norm. We are a smoke-free work environment.

	<p>Darebin Community Health Darebin Community Health (DCH) provides a comprehensive range of community health and community support services through three sites in Darebin. As well as treatment services, DCH has a range of health promotion and access programs for disadvantaged communities including koori, refugee and youth at risk.</p> <p>Nillumbik Community Health Service Nillumbik Community Health Service is a quality accredited community based organisation that works to promote the physical, psychological and social well being of the people of Nillumbik and surrounding areas. It provides a range of services including Adult Day Care, Allied Health, Counselling, Dental, Disability Case Management, Maternal & Child Health Nursing, and Youth Services as well as having a number of co-located services such as Alcohol & Drug Counselling and Transition Housing Support.</p> <p>Austin Health Austin Health is one of Victoria’s largest health care providers is a 750 bed major teaching and research hospital affiliated with the University of Melbourne, employing some 4,500 people. Austin Health is renowned for providing high quality care to a diverse range of client groups including acute health, rehabilitation, psychiatry and aged care as well as to Victoria’s veteran community.</p>
<p>LOCAL WORK ENVIRONMENT</p>	<p>The provision of Occupational Therapy services is one of a number of services provided by BCH. This involves providing a comprehensive Occupational Therapy service to BCH.</p> <p>We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff who 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>Community Link – Rapid Response Service is a program funded through the Hospital Admission Risk Program (HARP). The program is a collaborative strategy between Austin Health, the Northern and North East Valley Divisions of General Practice, Heidelberg Royal District Nursing Service (RDNS)</p>

	<p>and the Banyule, Darebin and Nillumbik Community Health Services.</p> <p>Community Link aims to prevent Austin Health inpatient admission or presentation to the Emergency Department (ED) where appropriate, by providing a rapid response service for older people presenting to Austin Health Emergency Department, Banyule, Darebin or Nillumbik Community Health Services or their Local General Practitioner (GP)</p> <p>The Occupational Therapist is located at Banyule Community Health Centre but provides a rapid response service to Inner Manningham, Nillumbik, Darebin and Banyule Community Health areas. Community Link Care Coordinators are located at Darebin and Banyule Community Health Services, Heidelberg RDNS, and Heidelberg Repatriation Hospital.. The Austin ED Care Coordination Team (ED-CCT) takes an active role in the Community Link service. Program Management for Community Link is undertaken from Austin Health.</p>
<p>COMMUNITY LINK OBJECTIVE</p>	<ol style="list-style-type: none"> 1. To provide supportive home based services that meet the immediate needs of older residents during periods of acute illness or deterioration. 2. To establish greater cohesion between acute, sub-acute and community-based services. 3. To develop and implement an integrated case plan and case management strategy for each individual, taking into account their personal needs and circumstances. 4. To ensure ongoing management, via community services integration, to reduce and / or prevent Emergency Department presentation and /or admission.
<p>POSITION OBJECTIVE</p>	<p>To rapidly respond to the needs of clients referred to the Community Link Service. These are frail elderly and younger people with disabilities from diverse cultural and linguistic backgrounds. You will provide appropriate and relevant Occupational Therapy services (advice, assessment, prescription of equipment, education and support) to meet client and carer needs. The aim is to avoid inappropriate presentation to the emergency department at Austin Health or admission to hospital and promote optimal independence and safety in the home environment.</p> <p>Perform the duties of this position efficiently and participate in Banyule Community Health Service performance appraisal, staff supervision and quality improvement programs.</p>

KEY RESPONSIBILITIES**KEY RESPONSIBILITIES AND DUTIES**

- Supervision of and direction to the Community Link Allied Health Assistant (AHA) who works 12hrs/week.
- Coordinate allocation of Community Link OT referrals across the catchment area, in consultation with the part time Community Link OT at Darebin CHS.
- As part of a multidisciplinary team, contribute to an effective, efficient and comprehensive assessment and support service for clients in the Austin Health catchment area, namely Darebin, Banyule and Nillumbik Community Health Service areas. There is also some need to respond to clients in parts of Manningham and Moreland areas.
- Participate in the comprehensive assessment of clients taking into account the complexity and multifactorial nature of disease and disability in collaboration with the Community Link Care Coordinators. This will include assessment of medical, physical, psychosocial and environmental factors;
- Provide Occupational Therapy specific assessments and interventions including prescription, ordering and installation of equipment (A&EP - ? the new title? and Department of Veterans Affairs) required for daily living;
- Demonstrate and instruct clients/carers in the skills necessary to promote and maintain independence in the home environment;
- Implement care and treatment plans to meet clients' identified care needs;
- Involve clients and their families/carers in all stages of the assessment and decision making process;
- Provide appropriate information, support and education to clients/families/carers;
- Negotiate and advocate for the best possible outcome for clients where there may not be agreement on how to proceed;
- Complete assessment documentation and maintain up to date records in sub files and medical histories;
- Ensure confidentiality of information in relation to clients/families and employees of all participating organisations by adhering to Privacy policies.
- Liaise with appropriate Austin ED Care Coordination Team staff and other Austin Health and community staff when required.
- Liaise with the Occupational Therapist ED-CCT to coordinate and prioritise Community Link workload.
- To actively participate in the BCH Supervision pilot project as per Supervision Policy
- The Program Manager may require you to undertake other

	<p>duties that are consistent with your training, skills and expertise.</p> <ul style="list-style-type: none"> • Satisfactory police check where applicable or as required by legislation.
KEY SELECTION CRITERIA	<p>Essential</p> <ul style="list-style-type: none"> • Eligible for membership with the AAOT; • Full Victorian motor vehicle licence • Extensive experience in Aged Care preferably within a community based setting with particular experience in functional, cognitive and psychosocial assessment; • An understanding of the extensive community services available and ability to utilise these to assist older people to retain optimal independence in their homes; • Sensitivity to the needs of clients from culturally and linguistically diverse backgrounds; • Client focused approach to care delivery; • Demonstrated understanding of the significant factors that impact on older people living in the community. • Commitment to quality, best practice and environmental safety; • Sound organisational ability in time and caseload management; • Possession of current driver's licence and a willingness/ability to drive as part of duties. • Advanced interpersonal, liaison and negotiation skills. • Commitment to working as part of a multidisciplinary team; <p>Desirable</p> <ul style="list-style-type: none"> • Sound working knowledge of community resources within the North Eastern region; • Commitment to working with patients and families as active participants and respecting their decisions regarding their involvement in service provision; • Ability to converse in a relevant community language; • Experience in writing applications for equipment under the A&EP / DVA Equipment Programs.
QUALIFICATIONS AND EXPERIENCE	Bachelor of Occupational Therapy
CORE ATTRIBUTES	<ul style="list-style-type: none"> • Ability to problem solve and prioritise; • Demonstrated negotiation skills; • Proven ability to undertake comprehensive and Occupational Therapy assessments, develop treatment plans and evaluate interventions;

	<ul style="list-style-type: none"> • Demonstrated understanding of the range of services/resources in the community and how to access these to meet the care needs of older people. • Ability to work as part of a multidisciplinary team • Highly developed interpersonal and communication skills • Highly developed time management and organisational skills
POLICY & PROCEDURES	All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by the Board of Management.

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 10th August 2010