

Position Description – OCCUPATIONAL THERAPIST COMMUNITY

Position title:	Occupational Therapist Community	Date of Creation	23 May 2022
Position Reports to:	Community Services Manager	Authorised by:	Chief Operations Officer
Position Responsible to:	NA		Contract, part time

VISION, PURPOSE & VALUES:

Our Vision:

Where every door leads to wellbeing.

Our Purpose:

Strengthening our communities' health & wellbeing by delivering innovative, quality health & community services.

Our Values:

Our values provide the Board, Executives and staff with a touchstone against which individual, team and organisational attitudes, behaviours and work practices can be aligned and measured:

Teamwork - We are always looking to help each other and are happy to do so, as together, we achieve more.

Respect - We will be kind, non-judgemental, and respect others.

Encouragement - We appreciate, value and acknowledge our colleagues' and clients' contributions and efforts.

Honesty - Honesty is measured by our conduct, not our words.

Stewardship - We are committed to sustainably supporting the long-term improvement of our community's health and wellbeing, wherever they may be.

ROLE POSITION PURPOSE & CONTEXT:

- Provision of occupational therapy services to consumers receiving Government funding
- Collaboration with members of the Community Services team in the delivery of high quality services
- Contribution to continuous improvement and quality assurance activities
- The role requires the highest standards of professional practice and consumer-centred care
- The employee is expected in all instances to demonstrate Corumbene's Vision and Values.

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<p>KEY RELATIONSHIPS</p> <p><u>Internal:</u> Staff, consumers</p> <p><u>External:</u> Relatives/Representatives of consumers</p>	<p>LIMITS OF AUTHORITY</p>
<p>REQUIREMENTS / SELECTION CRITERIA</p>	
<p><u>Essential Requirements</u></p> <ol style="list-style-type: none"> 1. AHPRA registered Occupational Therapist with recency of practice 2. Highly developed organisational and time management skills including the ability to prioritise work under pressure and to work to timelines 3. High level interpersonal and communication skills, including the ability to communicate effectively with staff, consumers and their representatives, and other external stakeholders. 4. Highly developed skills in conducting consumer assessments in their home and developing reports with an understanding of the Aged Care Standards and funding guidelines. 5. The ability to work as part of a team, the capacity to be self-directed and the willingness to learn. 6. The ability to work to the Vision and Values of Corumbene 7. A commitment to promote the reputation and community profile of Corumbene. 8. Current Drivers Licence 9. Current National Police Certificate that satisfies the requirements of the Aged Care Act 10. Working with Vulnerable People Check 	<p><u>Desirable Requirements</u></p> <ol style="list-style-type: none"> 11. Experience in working with the elderly 12. Experience working in the aged care and/or community care sector
<p>KEY DUTIES & PERFORMANCES</p>	

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1. Occupational Therapy assessment of consumers referred through My Aged Care
2. Report preparation and follow up of completed work
3. Work with Community Services Case Managers and Care Coordinator to promote consistency in and continuity of consumer centred care and services

KEY RESULT AREAS	PRINCIPLE ACTIVITES	EXPECTED OUTCOMES	STANDARDS OF BEHAVIOUR
Consumer Centred Service	<ul style="list-style-type: none"> • Plan, deliver and evaluation occupational therapy services with a consumer-centred approach • Apply the principles of consumer-centred care in all interactions with consumers and their representatives • Respect the privacy and confidentiality rights of consumers • Support consumers in their understanding of contractual and financial arrangements. • Ensure reports are completed, communicated to all stakeholders and stored in the consumer’s electronic record. 	<ul style="list-style-type: none"> • Consumer assessments are completed in a timely manner, reported and communicated • Consumer satisfaction with communication and care provided • Evidence of respectful interaction with consumers and others • Consumer goals, preferences, dignity and privacy are supported with respect at all times • Represent Corumbene in a professional manner • Engage in ongoing education and professional development and training. 	<ul style="list-style-type: none"> • Interacts with clients and others in a friendly, open and enthusiastic manner • Treats clients and others courteously and with respect, honouring all undertakings with them • Increases knowledge and skills through enquiry, learning and development opportunities
2. Teamwork	<ul style="list-style-type: none"> • Work with team members across all programs to ensure consumers receive consistent and accurate information in order to make informed decisions about their care and services • Contribute to team meetings and be open to change and innovation. • Work with other partners in care to achieve best outcomes for the consumer • Assist with the training/development of others in relation OT services for consumers 	<ul style="list-style-type: none"> • Adhere to all organisational policies and procedures • Contribute to maintaining a safe and healthy work environment, devoid of discrimination, harassment and bullying. • Active participation in the Performance Appraisal process • Evidence of continuing education and completion of mandatory training requirements 	<ul style="list-style-type: none"> • Works constructively with others • Plans workload with team members • Takes responsibility for keeping informed of workplace communications • Approaches problems as opportunities for improvement

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Professional Practice	<ul style="list-style-type: none"> • Work to professional standards • Maintain and grow professional knowledge and skills • Monitor and report to the manager on agreed service targets 	<ul style="list-style-type: none"> • Increases knowledge and skills through enquiry, learning and development opportunities 	<ul style="list-style-type: none"> • Maintains currency of practice
Work place health & Safety	<ul style="list-style-type: none"> • Maintain a safe and healthy environment for all • Follow all infection prevention and control practices as instructed • Identify and report hazards, incidents in line with policy and procedure • Maintain currency in emergency procedures, including fire safety • Ensure personal work practices comply with the Workplace Health and Safety policies and procedures and WorkHealth and Safety Act 2012. 	<ul style="list-style-type: none"> • Responds and reports on situations of risk or potential risk • Complies with Corumbene’s safety policies and procedures • Complies with Infection Control standards, policies and procedures • Follows manual handling principles 	<ul style="list-style-type: none"> • Reports malfunctioning equipment and removes from service • Follows hand hygiene and other infection control measures

Approval and Acceptance:

Employee Name: _____ Signature: _____ Date: _____

Human Resources: _____ Signature: _____ Date: _____

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