
Role **Occupational Therapist Grade 2**

Date: October 2020

Classification: Community and Allied Health

Employment Status: Full Time/Part Time/Casual

Conditions: ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2016-2020

Our Vision: We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Our Strategic Principles:

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

Our Values:

- respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

Position Purpose: To assist the organisation to meet its strategic and operational objectives in relation to Occupational Therapy. The Occupational Therapists role will contribute to the health enablement of community members off all ages and onsite residents and inpatients.

Qualifications and Experience:

- Tertiary qualification as an Occupational Therapist
- Registered or eligible for registration by the Occupational Therapists Board of Australia with AHPRA
- Experience working in a multidisciplinary team environment and effective liaison with a variety of stakeholders
- Previous work experience in Occupational Therapy within a rural environment is desirable
- Experience in facilitating group activities as well as individual client work
- Ability to work unsupervised and supervise others
- Excellent organisational and communication skills
- Understanding and valuing of the skills of community members that are determined by their social, financial and physical situations

-
- Computer literacy skills
 - Current drivers licence
 - Favourable police check
 - Favourable Working with Children check
 - Medicare provider number or willingness to apply for one
-

Key Relationships

Reports to:

- Primary Health Team Leader

Supervises:

- Grade 1 occupational therapist
- Allied Health Assistant
- Students

Internal Liaisons:

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents

External Liaisons:

- Community members
- Equipment suppliers
- Other health service providers within the region.
- External Occupational Therapy networks.

Key Responsibilities:

Quality

- Participate in the leadership of quality and improvement at BHS
 - Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
 - Participate in Infection prevention and control and No Lift programs as appropriate to the role
 - Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participate.
-

Experience

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
 - Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
 - Encourage the engagement of the consumer in the assessment of quality and improvements.
-

Workforce

- Participate in BHS's framework for staff development
 - Act as a role model for colleagues
 - Play a role in the induction of new members of staff
 - Promote and encourage innovative service delivery
 - Provide student supervision as required.
-

Relationships

- Liaise with managers and assist problem solving to deal with issues as they arise
 - Attend and participate in relevant meetings at BHS
 - Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
 - Develop and foster strategic relationships with key internal and external partners.
-

Sustainability

- Manage the use of BHS resources efficiently and effectively within the scope of the role
 - Contribute to a culture that promotes the BHS Values
 - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
 - Contribute to organisational wide improvement processes including compliance and improvement initiatives
-

Risk Management:

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
 - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
 - Observe risk management principles, policies and practices through the risk management BHS policy/framework
 - Employ risk management principles and practices in day-to-day duties and functions
 - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public
-

Occupational Health & Safety:

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
 - Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
 - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
 - Attend training programs designed to monitor and protect the health of staff in their workplace
 - To report to your Manager:
 - Unsafe equipment, work practices or conditions
 - Any incidents, near misses, injuries, or illnesses.
 - Potential Hazards
 - Damage or defects to Beechworth Health Service equipment or property
-

Accountability and Extent of Authority:

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
 - Undertaking the role in accordance with legislative and funding obligations
 - Undertaking the duties of the role in accordance with BHS policies
 - Operate in accordance with Beechworth Health Service's delegated authority
-
-

A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Appendix 1: Statement of Priority accountabilities 2019

Statement of Priorities 2019

Key areas of responsibility / Value Themes	BHS Service Plan / Strategic Plan / Statement of Priorities Accountability
Quality	Completed one quality activity.
Experience	Ensure 100% of care plans are up to date and have a person centred goal
Workforce	Completed at least one PD activity where current best practice in a relevant field is presented. Contributed one activity which enhanced learning of BHS colleagues or students. Completion of all BHS mandatory education.
Relationships	Actively contribute at all meetings where presence is required i.e. 80% attendance and participation in at least one quality activity from the meeting's work plan.
Sustainability	Participate in at least one BHS quality activity in the areas of OH&S, compliance, efficient resource utilisation, facilitation of VALUE's based culture.