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| **Position** | Occupational Therapist |
| **Award** | Health and Allied Services Managers and Administrative Workers EBA 2018- 2022 |
| **Reports to** | Allied Health Coordinator |
| **Hours of Work** | Full-time or Part-time as per individual contract of employment |

# Position summary

The Occupational Therapist is responsible for providing occupational therapy services to residential and community clients in order to maximise their physical potential to achieve optimum independence and quality of life.

**Key responsibilities**

1. Conduct aged care assessments as required on all residents in RACF in collaboration with nursing team members.
2. Act as a consultant to General Practitioners, Nursing and Allied Health team members regarding the management an application of occupational therapy.
3. Keep up to date with current occupational therapy issues and standards.
4. Adhere to Australian Occupational Therapy Association ethical principles.
5. Participate in Case Management meetings along with scheduled family meetings and other patient related meetings, and develop ongoing treatment plans, write reports appropriate for doctors, insurers and other relevant external agencies.
6. Provide an appropriate assessment, treatment program and reevaluation for all inpatient and community clients.

# Key selection criteria

## Qualifications and relative experience

* Bachelor's or Master's degree in occupational therapy or an associated field.

## Essential

* An awareness of current occupational therapy issues and standards.
* Ability to provide assessment and clinical treatment of referred patients according to recognized professional and ethical standards.
* Demonstrated ability to work with a broad range of presenting problems and the understanding of the process of consultation and referral to regional agencies.
* Demonstrated appropriate administrative and report writing skills.
* Ability to prescribe and arrange the supply of mobility aides as required.
* Demonstrated effective written and verbal communication skills.
* Commitment to and willingness to participate in continuing training and education related to area of employment
* Understanding of living and working within small rural community.

## Preferred

* Registration with AHPRA.
* Understanding of primary care principles.
* Residential Aged Care experience.
* Experience working with NDIS and Home care package clients

## Personal attributes

* Ability to use judgement, initiative and common sense when performing duties.
* Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
* Emotional maturity.
* Highly resourceful team-player with the ability to also be extremely effective independently.
* Forward looking thinker who actively seeks opportunities and proposes solutions.
* Ability to demonstrate initiative and creativity.

## Certificates, licenses and registrations

* Current driver’s license
* Current police check
* Current working with children check (or proof of payment for same)
* proof of immunization

# Key performance criteria

Kothari Family Trust is committed to delivering services that demonstrates innovation and braveness in every element of the business. Our strategic focus will be:

* Providing a service in residential age care that allows residents to live a good life and share their skills and ability and contribute to their community
* Assisting community members to access high quality services across Victoria that supports them to maintain and improve their health and wellbeing
* Maintaining and strengthening business and service quality, and capability and competence of all team members
* Improving community members wellbeing and supporting them to live well at home

# Occupational Therapist position specific physical requirements

Due to the geographic layout and nature of work employees will be required to undertake a diversity of tasks which may require various forms of mobility.

The following specific physical requirements are necessary to carry out the essential elements of the position as outlined in the position description.

The following frequency descriptions relate to percentages of a normal working day:

* 1. Continuous = 75% to 100%
  2. Frequent = 25% to 75%
  3. Infrequent = 0% to 25%

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| **1. Continuous** | |
| Handling and feeling | * Finger dexterity and hand–eye coordination along with full hand and wrist movement * Ability to perceive attributes of objects by touching with skin,   particularly that of the fingertips |
| Talking | * An excellent understanding of the English language is required when dealing with external organisations and Rural Northwest Health team members * Ability to communicate effectively |
| Hearing | * Ability to maintain hearing acuity with correction if required and the ability to hear and understand whispered conversations at a distance of up to 1 metre * Ability to interpret what is being heard |
| Vision | * Ability to maintain 20/20 vision using correction if required * Ability to see and recognize objects and read documents * Ability to discriminate between colours and to determine depth   perception |
| Smelling | * Ability to distinguish odours and identify hazards |
| Repetitive motions | * Repetitive motions of the wrists, hands or fingers may be required   when carrying out administration duties such as but not limited to typing |
| **2. Frequent** | |
| Standing and walking | * Major components of the position * Required for movement around the organization * Requires the ability to fully use both legs on a variety of surfaces |
| Sitting | * Required when carrying out documentation or administration   requirements |
| Lifting and carrying | * Required in the movement of objects around the organization including movement from lower to higher and/or horizontally and/or place to place * Requires the ability to fully use both arms and hands |
| Pushing and pulling | * Required to draw, drag, push or tug objects around the   organization including but not limited to trolleys |
| Bending and crouching | * Bending at waist level whilst carrying out job requirements in the   organization |

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|  | * Ability to crouch to floor level when required |
| Reaching and stretching | * Required in carrying out administration duties and in the   movement of objects in the organization |
| Twisting | * May be required in the movement of objects in the organization * The ability to reach in all directions and to twist at the waist is required |
| Grasping/finger movement | * Pinching, picking, and typing is required to holding onto objects * Ability to do repetitive motions with hands, wrists and fingers |
| **3. Infrequent** | |
| Climbing | * Required when ascending or descending stairs * Requires ability to utilise both legs and feet and/or hands and arms * Body agility is required |
| Balancing | * Required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out job   requirements |
| Kneeling | * May be required when carrying out elements of the role |

# Performance and professional development plans

The Occupational Therapist’s personal and professional development plan will be evaluated by the Allied health coordinator at the conclusion of three month’s service; prior to the completion of the six month’s probationary period; after 12 month’s service; thereafter each subsequent 12 months, on termination of employment or by request.

**Note:** Statements in this position description are intended to reflect in general the responsibilities of the position and are not to be interpreted as being all inclusive.

# Employee declaration

I declare that I have read and understand the position description and physical requirements of this position. I declare that I have the physical ability to fulfil this position and in fulfilling the key responsibility areas.

I understand that the information provided in this document is a general outline, does not encompass the aspects of the position and that daily duties and responsibilities are provided in the allocated duty list and procedures.

By initialling the top right hand corner of each page I confirm that I have read and understood the position description and physical requirements.

I understand that this is separate to the employment contract outlining my conditions of employment details.

# Employee signature

**Employee name (please print)** Date / /