



# Position Description

Position Identification			
Position Title:	Occupational Therapist		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:	N/A	Effective Date:	October 2023
Location:	Glenroy, Epping and other sites as required		
Scope of Practice:	Scope of Practice		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification: *HR Use Only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> <li>Occupational Therapist, Grade 2</li> </ul>		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Active & Healthy Ageing	Unit: Specialist Aged Services	
Organisational Chart	<pre> graph TD     Manager[Manager - Active &amp; Healthy Ageing] --&gt; TeamLeader[Team Leader - Aged Specialist Services]     TeamLeader --&gt; OccupationalTherapist[Occupational Therapist] </pre>		
Position Summary			
<p>The Occupational Therapist position provides services under the Commonwealth Home Support Program (CHSP) and Home Care Package program, and sits within the Specialist Aged Services team. The Specialist Aged Services is a multidisciplinary allied health service composed of two distinct arms:</p> <ul style="list-style-type: none"> <li>The Specialist Dementia and Memory Service: an early intervention service for clients diagnosed with dementia or self-reporting cognitive decline utilising a strengths-based framework.</li> <li>Rapid Reablement Service: provision of goal-focussed, time limited allied health services for CHSP eligible clients.</li> </ul> <p>The Occupational Therapist position will work across both areas of the Specialist Aged Services to provide home-based, centre-based, and group-based services to older adults. The position will be split across our sites at Glenroy, Mernda and Epping.</p>			
Position Accountabilities			
Responsibilities	<b>Service Delivery</b> <ul style="list-style-type: none"> <li>A focus on the functional skills required to achieve goals as identified by the client.</li> </ul>		



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	<ul style="list-style-type: none"><li>• Skills training for clients, carers and direct care workers, and carer support and training.</li><li>• The prescription of equipment (including funding applications) and recommendations for home modifications to enhance occupational performance.</li><li>• Client-centred goal setting and care planning including case conferencing where appropriate.</li><li>• Education about health conditions, self-management strategies, including referrals to appropriate group programs.</li><li>• Referral on to other services and allied health practitioners where appropriate, including timely discharge planning.</li><li>• The development and maintenance of partnerships with internal and external providers (i.e. GPs, community groups) to advocate for clients and improve continuity and coordination of services.</li><li>• Strengths based assessment of clients to identify current strengths and valued activities impacted by their altered capacity, including a focus on the functional skills required to achieve goals as identified by the client.</li><li>• Provide recommendations and/or interventions to support the capacity of the client to achieve their goal.</li><li>• Maintenance and/or restoration of skills to complete daily living activities.</li><li>• Standard and complex ADL equipment assessment, customization, trial, prescription and related client education. This may include but is not limited to hoists, bathroom aids, manual/electric wheelchairs, scooters and vehicle modifications (not related to the driver).</li><li>• Prescription of minor and major home modifications and use of relevant standards as a guideline to best practice.</li><li>• Completions of relevant documentation to ensure client's goals are met. E.g. SWEP applications, Housing advocacy.</li><li>• Deliver dementia specific evidence based clinical practice including cognitive interventions e.g. cognitive rehabilitation, cognitive stimulation.</li><li>• Communication with other relevant services including but not limited to builders, architects, suppliers, hospitals, case managers.</li><li>• Participation in planning, designing and implementation of group programs that operate across different sites of Merri Health.</li><li>• Participation in multidisciplinary care co-ordination and treatment planning for client management including acting as a key contact for clients as appropriate</li><li>• Ensure all patients have access to high quality, efficient and effective Occupational Therapy services based on the best available evidence.</li><li>• Involvement in Occupational Therapy student placement planning, supervision and feedback.</li><li>• Provision of high quality, evidence based services for all clients consistent with accepted professional and organizational policies and procedures.</li><li>• Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients.</li><li>• Accurately record data as required by agency and funding bodies, and ensure timely follow up on data quality reports as requested by the Team Leader.</li></ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"><li>• Support Aged &amp; Disability and Primary Health Care program staff in facilitating multidisciplinary student placements.</li><li>• Adhere to the Organisational and Program policies and procedures.</li></ul>
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	<ul style="list-style-type: none"><li>• Support and supervise the practice of Allied Health Assistant staff (if required).</li><li>• Participate in project work and research activities in conjunction with other relevant health professionals.</li><li>• Undertake professional development activities to maintain and enhance skills.</li><li>• Participate in the Individual Performance Review (IPR) process including the development of annual work plan, ensuring activities are carried out as outlined.</li><li>• Attend service unit meetings, staff meetings and other organisational meetings as required.</li><li>• Contribute to a positive culture within the Aged &amp; Disability program and foster a multidisciplinary approach to client care.</li><li>• Undertake an active learning approach to maintain and enhance professional skills.</li><li>• Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to clinical skills development.</li><li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li><li>• Undertake any reasonable additional tasks as directed by Merri Health.</li><li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li><li>• Practice complies with AHPRA and delegated scope of practice.</li></ul>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"><li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks.</li></ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li><li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li><li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li><li>• May be required to occasionally lift and carry items weighing up to 10kgs</li></ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"><li>• Be proactive in risk identification, notification and management.</li><li>• Comply with Merri Health’s policies and procedures</li><li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li></ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>



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<b>Capabilities</b>	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
<b>Key selection criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Bachelor of Applied Science (Occupational Therapy) or equivalent, with appropriate registration with AHPRA</li><li>• Eligible for credentialing with SWEP</li><li>• Experience in working with clients with dementia and complex cognitive presentations.</li><li>• Experience in equipment prescription and home modifications</li><li>• Demonstrated ability to work collaboratively within a multi-disciplinary team</li><li>• Excellent verbal communication and written skills</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Experience in self-management education</li><li>• Experience working with people from diverse and CALD backgrounds</li></ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"><li>• National Police check</li><li>• Current full or probationary drivers licence</li><li>• AHPRA Registration</li><li>• Statutory Declaration</li><li>• Immunisation Category A</li></ul>