



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Services</b>		<b>Position No:</b>	400174
<b>Division:</b>	Pilbara	<b>Title:</b>	<b>Occupational Therapist</b>
<b>Branch:</b>	Nicol Bay Hospital	<b>Classification:</b>	<b>HSO P1</b>
<b>Section:</b>	Pilbara Population Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Manager Primary Health	↑	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>
	<b>Classification:</b> HSO G8		
<b>Position No:</b> 608105	↑	Occupational Therapists Allied Health Assistant	
<b>Responsible To</b>			<b>Title:</b> Senior Occupational Therapist
<b>Classification:</b> HSO P2	↑		
<b>Position No:</b> 400063		<b>This position</b>	
<b>Title:</b> Occupational Therapist	↑		
<b>Classification:</b> HSO P1			
<b>Position No:</b> 400174			

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Nil									
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### Section 3 – KEY RESPONSIBILITIES

Provides an Occupational Therapy service including assessment, treatment and evaluation to a designated caseload of inpatient, outpatient and community clients. As a member of the West Pilbara Primary Health team assists with planning, implementing, monitoring and evaluating the delivery of timely and culturally appropriate Occupational Therapy services for the West Pilbara.

TITLE	Occupational Therapist	POSITION NO	400174
		CLASSIFICATION	HSO P1



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR PURPOSE**

To improve, promote and protect the health of country Western Australians.

### **WHAT WE STAND FOR**

**Quality health services for all.**

**Improving the health of Aboriginal people and those most in need.**

**A fair share for country health.**

**Supporting our team – workforce excellence and stability.**

### **OUR VALUES**

**Community** – making a difference through teamwork, generosity and country hospitality.

**Compassion** – listening and caring with empathy and dignity.

**Quality** – creating a quality health care experience for every consumer.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity with a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>CLINICAL</b>	<b>D</b>	<b>85</b>
1.1	Observe, assess, treat, record and manage the progress of clients, as appropriate.		
1.2	Plan and implement individual/group treatment programs.		
1.3	Participate in case conferences as required.		
1.4	Liaise with other staff and agencies to coordinate client treatment/management objectives.		
1.5	Participate in a multi-disciplinary service approach for clients, as appropriate.		
1.6	Participate in community education programs.		
1.7	Participate in weekend roster and/or out-of-hours acute treatment as required.		
1.8	Deliver patient-centred care, building health literacy and promoting self-management.		
<b>2.0</b>	<b>ADMINISTRATION/PROFESSIONAL</b>	<b>D/R</b>	<b>10</b>
2.1	Consult with senior staff on techniques of Occupational Therapy		
2.2	Maintain reliable documentation/record keeping and data management in accordance with departmental and professional clinical guidelines.		
2.3	Contribute to the evaluation the effectiveness of treatment and service delivery through regular quality assurance activities.		
2.4	Attend staff meetings and participate in staff in-services as required.		
2.5	Assist in the planning of service delivery including budgetary and resource requirements.		
2.6	Participate in continuing self education, including professional primary health and health promotion skill development in line with performance management outcomes. Supervise Allied Health Assistants, students, work experience students and volunteers as appropriate.		
<b>3.0</b>	<b>OTHER DUTIES</b>		<b>5</b>
3.1	Undertake other duties as directed/required		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.
2. Ability to plan, develop, implement and evaluate Occupational Therapy services in individual, group and community based settings.
3. Demonstrated knowledge of and commitment to the principles of primary health care as applied to clinical service provision
4. Demonstrated effective interpersonal, verbal and written communication skills (including ability to communicate using technology).
5. Demonstrated ability to work independently and within a multi-disciplinary team.
6. Demonstrated knowledge and understanding of cultural issues and social determinants particularly relating to Aboriginal Health.

**DESIRABLE**

1. Understanding of regional/rural service issues and the potential impact of this on Occupational Therapy practice.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
3. Previous experience delivering Occupational Therapy services in a cross cultural setting, in a community or hospital team.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Karratha	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	District Allowance if applicable, Annual Travel Concession if applicable, one week additional leave for above the 26 <sup>th</sup> parallel, Air-conditioning subsidy if applicable.  Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Placement Health Screening clearance.</li> <li>• Successful Working with Children Check</li> <li>• Current C or C-A Class drivers licence.</li> </ul>		
<b>Specialised equipment operated</b>			

**Section 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



Signature and Date: 7/8/15  
**Director Population Health**



Signature and Date: 11/8/15  
**Regional Director**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed