



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>GREAT SOUTHERN</b>		<b>Position No:</b>	614783
<b>Division:</b>	Aged Care	<b>Title:</b>	<b>Senior Occupational Therapist</b>
<b>Branch:</b>	Subacute Care Program	<b>Classification:</b>	Level P-2
<b>Section:</b>		<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<table border="1"> <tr><td><b>Title:</b></td><td>Manager Aged Care</td></tr> <tr><td><b>Classification:</b></td><td>HSO Level G-9</td></tr> <tr><td><b>Position No:</b></td><td>613295</td></tr> </table>	<b>Title:</b>	Manager Aged Care	<b>Classification:</b>	HSO Level G-9	<b>Position No:</b>	613295
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<b>Responsible To</b>	<table border="1"> <tr><td><b>Title:</b></td><td>Coordinator Subacute Care</td></tr> <tr><td><b>Classification:</b></td><td>HSO Level P-3</td></tr> <tr><td><b>Position No:</b></td><td>614723</td></tr> </table>	<b>Title:</b>	Coordinator Subacute Care	<b>Classification:</b>	HSO Level P-3	<b>Position No:</b>	614723
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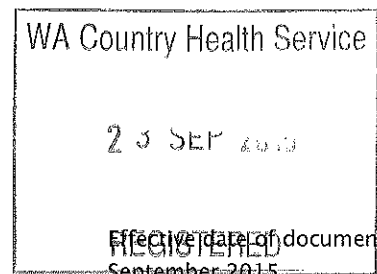
#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
615069 Senior Speech Pathologist HSO LP-2
614787 Coordinator Stroke HSO LP-2
614779 Regional Clinical Pharmacist HSO LP-2
614784 Senior Social Worker HSO LP-2
614781 Senior Physiotherapist HSO LP-2
614780 Allied Health Assistant HSO LG-2

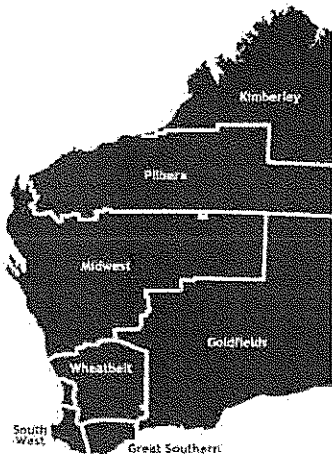
<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td>614776</td> <td>Occupational Therapist</td> <td>HSO LP-1</td> </tr> </tbody> </table>	Position No.	Title	Classification	614776	Occupational Therapist	HSO LP-1	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No.	Title	Classification							
614776	Occupational Therapist	HSO LP-1							
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Plans, implements and manages occupational therapy services within an interdisciplinary team across the Subacute Care continuum in the Great Southern region. Possesses specialist skills in stroke and adult physical rehabilitation and provides clinical consultancy to interdisciplinary team members regarding routine and complex clinical and service delivery matters. Assists Coordinator Subacute Care with program development and reporting.



TITLE	Senior Occupational Therapist	POSITION NO	614783
		CLASSIFICATION	Level P-2



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, Indigenous 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**

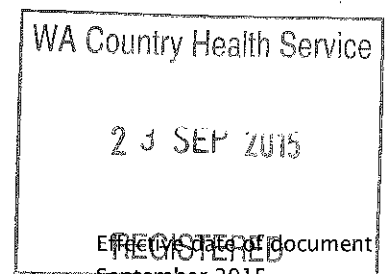
Working together for a healthier country WA

**WHAT WE STAND FOR**

- A fair share for country health*** – securing a fair share of resources and being accountable for their use.
- Service delivery according to need*** – Improving access based on need and improving health outcomes.
- Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.
- Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

**OUR VALUES**

- Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.
- Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.
- Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.
- Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.
- Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.



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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
<b>1</b>	<b>CLINICAL</b>	D/R	60
1.1	Manages a clinical caseload including developing, implementing and evaluating occupational therapy intervention on an individual and group basis within the Great Southern Subacute Care program (including provision of specialist stroke rehabilitation services).		
1.2	Facilitates an interdisciplinary and multi-agency team approach in the development and provision of client-centred care throughout the rehabilitation continuum.		
1.3	Ensures effective allocation and case management of clients in collaboration with other interdisciplinary team members within inpatient, outreach (community rehabilitation) and day therapy unit contexts of Subacute Care.		
1.4	Develops and provides services around education, health promotion and other community based programs according to program priorities and identified clinical need.		
1.5	Facilitates and actively participates in clinical case conferences according to clinical need identified in liaison with Subacute Care interdisciplinary team members.		
1.6	In conjunction with other MDT members, provides supervision and assistance with the overall management and evaluation of therapy assistants within the Subacute Care program.		
1.7	Develops networks with other health care and support service providers to facilitate optimal and seamless service delivery across the rehabilitation continuum.		
<b>2</b>	<b>PROFESSIONAL AND EDUCATIONAL</b>	D/R	20
2.1	Develops, delivers and facilitates education and training relevant to Subacute Care, particularly around stroke care, adult physical rehabilitation, and Subacute service delivery (including opportunities within Subacute Care Skills Exchange Program).		
2.2	Acts as a consultant with and to other staff in routine and complex clinical and service delivery matters.		
2.3	Participates in and facilitates ongoing performance management programs.		
2.4	Supervises P-1 Occupational Therapists and Occupational Therapy students.		
2.5	Manages quality improvement projects through the EQUiP process.		
2.6	Coordinates and develops occupational therapy programs within Subacute Care.		
<b>3</b>	<b>ADMINISTRATION</b>	D/R	15
3.1	Maintains statistics, program records and medical records according to agreed performance indicators and assists the Coordinator Subacute Care in analysis and reporting of information as required.		
3.2	Manages processes around equipment maintenance and supply.		
3.3	Participates in and complies with legislative requirements and mandatory competencies.		
3.4	Facilitates and participates in departmental, program planning and team meetings.		
3.5	Assists Coordinator Subacute Care with the formulation, development and implementation of policies and programs relevant to Subacute Care (including clinical practice and documentation).		
<b>4</b>	<b>OTHER</b>		5
4.1	Other duties as directed by line manager.		
<p><i>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 &amp; 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.</i></p>			

WA Country Health Service

23 SEP 2015

Effective Date of Document  
September 2015

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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. Extensive adult clinical experience and demonstrated clinical competence in areas relevant to subacute care service delivery
3. Demonstrated ability to function independently or deliver programs as part of an interdisciplinary team
4. Demonstrated experience in planning, implementing and evaluating occupational therapy services
5. High level communication, negotiation and interpersonal skills
6. Demonstrated clinical leadership skills and the ability to facilitate clinical practice education
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery
8. Current 'C' class drivers licence

**DESIRABLE**


1. Substantial experience in the development and delivery of stroke rehabilitation and management services in line with evidence based practice
2. Demonstrated knowledge and experience in evaluation, quality improvement and research principles and methodology
3. Experience in a similar rural health care setting

**Section 6 – APPOINTMENT FACTORS**

Location	Albany	Accommodation	
Allowances/ Appointment Conditions	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 Aged Care Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current 'C' class drivers licence and ability to travel within the region</li> </ul>		
Specialised equipment operated			

**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: 11/9/15  
 Manager 

WA Country Health Service  
 23 SEP 2015  
 Signature and Date: \_\_\_/\_\_\_/\_\_\_  
 Regional Director  
 REGISTERED

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

WA Country Health Service  
 23 SEP 2015  
 Effective date of document  
 REGISTERED