



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	601160
<b>Division:</b>	Population Health	<b>Title:</b>	<b>Senior Occupational Therapist</b>
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	HSO Level P2
<b>Section:</b>	Allied Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Director Population Health
	<b>Classification:</b>	HSO Level G11
	<b>Position No:</b>	601201



<b>Responsible To</b>	<b>Title:</b>	Manager Allied Health
	<b>Classification:</b>	HSO Level P3
	<b>Position No:</b>	601141



<b>This position</b>	<b>Title:</b>	<b>Senior Occupational Therapist</b>
	<b>Classification:</b>	HSO Level P2
	<b>Position No:</b>	601160



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
601140 - Senior Physiotherapist Adults
613323 - Senior Physiotherapist Paediatrics
Community Physiotherapist
601157 - Senior Social Worker
601155 - Senior Speech Pathologist
601151 - Dietitian
601153 – Senior Audiologist
601598 - Podiatrist
615096 – Coordinator Sub Acute Care
Various - Allied Health Assistants

<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></th> </tr> </thead> <tbody> <tr> <td></td> <td>Occupational Therapist</td> <td>P1</td> </tr> <tr> <td></td> <td>Occupational Therapist</td> <td>P1</td> </tr> <tr> <td></td> <td>Community Occupational Therapist</td> <td>P1</td> </tr> <tr> <td></td> <td>Occupational Allied Health Assistant</td> <td>G2</td> </tr> <tr> <td></td> <td>Allied Health Assistants</td> <td>G2</td> </tr> </tbody> </table>	Position No.	Title			Occupational Therapist	P1		Occupational Therapist	P1		Community Occupational Therapist	P1		Occupational Allied Health Assistant	G2		Allied Health Assistants	G2	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
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### Section 3 – KEY RESPONSIBILITIES

Plans, develops, implements, evaluates and manages Occupational Therapy services within the north of WACHS Goldfields within a Population Health philosophy.

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TITLE	Senior Occupational Therapist	POSITION NO	601160
		CLASSIFICATION	HSO Level P2



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**

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.

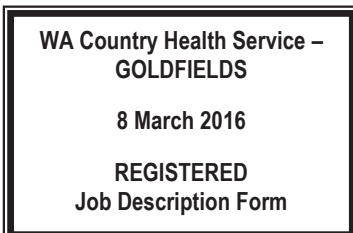
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**Section 4 – STATEMENT OF DUTIES**

The occupant of this position will demonstrate a commitment to the values of a health promoting health region.

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL</b>		
1.1	Plans, administers, coordinates and evaluates the delivery of Occupational Therapy services, including health promotion programs, in the north of WACHS Goldfields.		
1.2	Undertakes and manages a clinical caseload within the Occupational Therapy Department, including assessment, planning, treatment, intervention and review of allocated caseload according to departmental priorities.		
1.3	Participates in interdisciplinary team meetings and liaises with other staff in coordination of client intervention programs.		
1.4	Acts as a clinical consultant to other Occupational Therapists and health staff.		
<b>2.0</b>	<b>MANAGEMENT</b>		
2.1	Undertake departmental human resource duties, including staff selection and recruitment, and supervise, support, manage and develop the performance of Occupational Therapists and Assistants within the department.		
2.2	Regularly reports on services and activities, including the effectiveness and efficiency of service delivery, to Management within Population Health.		
2.3	Direct and monitor workload allocation and staffing levels.		
2.4	Actively participates in the Population Health Team within WACHS Goldfields in providing a comprehensive, integrated service.		
2.5	Coordinates departmental meetings on a regular basis.		
2.6	Attend professional, health service and unit meetings both internal and external to the organization as required.		
2.7	Regularly participate in quality improvement activities.		
2.8	Maintains professional knowledge and skills by attending and participating in continuing education and professional development activities.		
2.9	Participates in the future planning of services in consultation with key stakeholders.		
2.10	Supervision of students on placement within the Occupational Therapy Department.		
<b>3.0</b>	<b>ADMINISTRATION</b>		
3.1	Allocates time and duties according to assessment of priorities.		
3.2	Maintains HCare statistics in a timely manner.		
3.3	Maintains equipment requisition, replacement and maintenance within available funding, including home modifications, Homecare equipment, and within the Community Aids and Equipment Program (CAEP).		
3.4	Maintains departmental manuals, policies and procedures.		
<b>4.0</b>	<b>OTHER</b>		
4.1	Other Duties as directed by the manager.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to 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. Demonstrated significant clinical experience in the delivery of Occupational Therapy services to adult and paediatric caseloads.
3. Demonstrated supervisory, management and leadership skills.
4. High level of communication skills (written and verbal), negotiation and conflict resolution skills.
5. Demonstrated ability to work within a multidisciplinary team and as an individual within a team.
6. Demonstrated effective time management and organisational skills.
7. Knowledge of and commitment to the principles of primary health care.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.
9. Current WA C or C-A Class driver's licence.

**DESIRABLE**

1. Previous management or supervisory experience.
2. Previous experience within a multidisciplinary regional service, including working in a rural area.
3. Ability to communicate with clients from various cultural backgrounds, including indigenous Australians.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Kalgoorlie	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Occupational Therapy Board Australia must be provided prior to commencement</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and a Working with Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current WA C or C-A Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Director Population Health**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**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

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