



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	615341
<b>Division:</b>	Kalgoorlie	<b>Title:</b>	<b>Occupational Therapist</b>
<b>Branch:</b>	Community Mental Health Service	<b>Classification:</b>	<b>HSO Level P1</b>
<b>Section:</b>	Occupational Therapy	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Regional Manager Mental Health
	<b>Classification:</b>	HSO Level G10
	<b>Position No:</b>	601358
↑		
<b>Responsible To</b>	<b>Title:</b>	Team Leader
	<b>Classification:</b>	HSO Level P3
	<b>Position No:</b>	601593
↑		
<b>This position</b>	<b>Title:</b>	<b>Occupational Therapist</b>
	<b>Classification:</b>	<b>HSO Level P1</b>
	<b>Position No:</b>	615341
↑		

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

<u>Title</u>
601197 – Clerk Mental Health
601426 – Mental Health Officer
601459 – Clerk CMH
601460 – Senior Health Professional MH
601512 – Health Professional MH
601575 – Consultant Psychiatrist
614173 – Aboriginal MH Coordinator
614204 – Clinical Nurse Specialist MH Liaison
615339 – Social Worker

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
Nil			

### Section 3 – KEY RESPONSIBILITIES

Provides clinical Occupational Therapy service to the Goldfields Community Mental Health Service and Inpatient Unit to meet the needs of individuals with mental health disorders, the families and carers and other consumers of the service.



TITLE	Occupational Therapist	POSITION NO	615341
		CLASSIFICATION	HSO Level 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, 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**

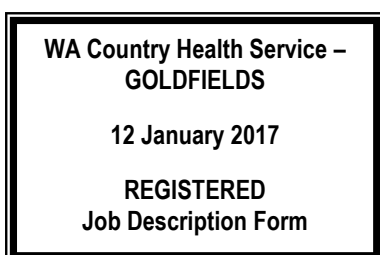
- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

<p><b>WA Country Health Service – GOLDFIELDS</b></p> <p>12 January 2017</p> <p><b>REGISTERED Job Description Form</b></p>
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		<b>CLASSIFICATION</b>	<b>HSO Level P1</b>

**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>75</b>
1.1	Provides a clinical Occupational Therapy service including individual client assessment, treatment and key working using couple, family and group interventions as appropriate.		
1.2	Works with the clinical staff in planning developing and evaluation therapy programs.		
1.3	Liaises and negotiates with team members and community based service agencies in regards to the provision of appropriate services.		
1.4	Participates in team activities to plan and deliver services and promotes teamwork with the multi-disciplinary team.		
1.5	Maintains client records and statistical data, including computerised database in line with service requirements.		
1.6	Participates in ongoing evaluation of clinical practice within the team setting.		
1.7	Develops and extends own clinical knowledge and skills.		
<b>2.0</b>	<b>COMMUNITY DEVELOPMENT</b>		<b>10</b>
2.1	Initiates and participates in community development activities as appropriate.		
2.2	Contributes to service development through participation in staff meetings, planning days, workshops and other meetings as relevant.		
<b>3.0</b>	<b>PROFESSIONAL</b>		<b>5</b>
3.1	Advises line manager and senior clinicians of professional issues.		
3.2	Participates in regular supervision to maintain and develop professional standards.		
3.3	Engages in own Performance Management with line manager.		
3.4	Supervises Occupational Therapy students as required.		
<b>4.0</b>	<b>EDUCATION AND RESEARCH</b>		<b>5</b>
4.1	Initiates and participates in approved research projects and education programs.		
4.2	Participates in Quality Improvement Activities in line with service requirements.		
<b>5.0</b>	<b>OTHER</b>		<b>5</b>
5.1	Undertakes other duties as required.		
	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 good verbal and written communication skills.
3. Demonstrated ability to plan and provide occupational therapy interventions and work in a team environment.
4. Demonstrated ability to work as part of a multi-disciplinary team.
5. Ability to supervise and direct allocated support staff and students.
6. Commitment to the development of the profession and of professional skills.
7. Knowledge of the WA Mental Health Act 2014
8. Current WA C or C-A Class driver's licence.

#### DESIRABLE

1. Previous relevant experience in mental health service provision.
2. Experience in providing group interventions.
3. Experience working with culturally diverse client groups.
4. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational; Safety and Health in all aspects of employment and service delivery.

### 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 of Australia must be provided prior to commencement</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and Working With Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of a Current WA C or C-A Class drivers licence must be provided prior to commencement</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
<b>Specialised equipment operated</b>	Computer Equipment		

### 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Manager Mental 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

