

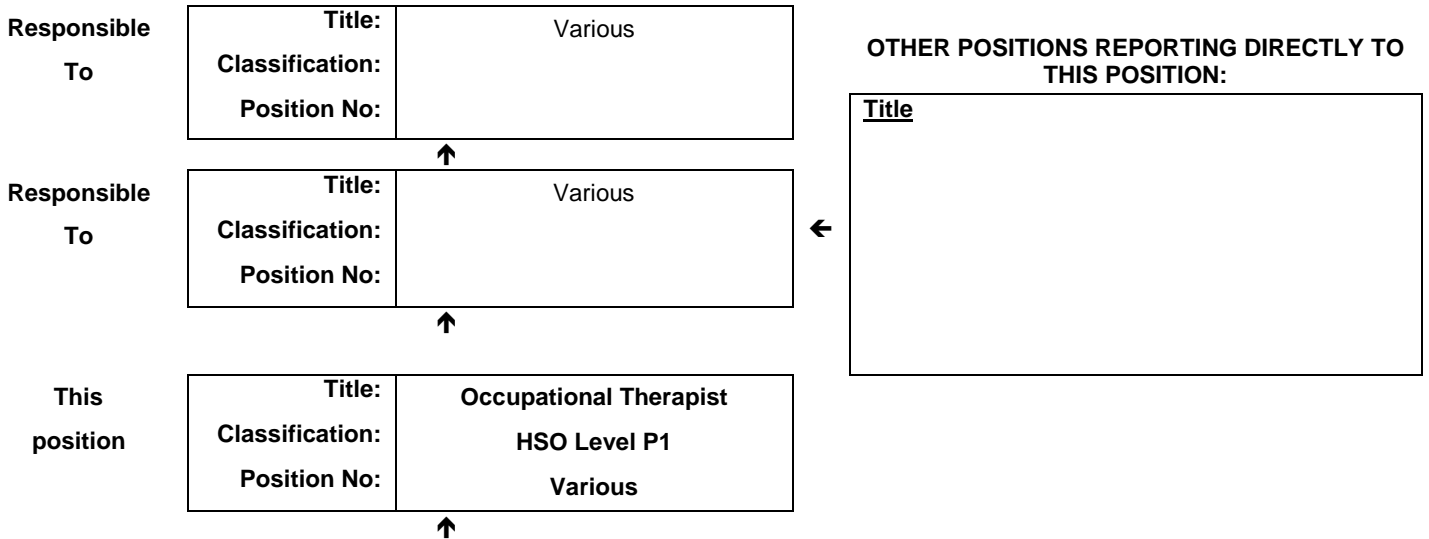


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

		Position No:	Various
Division:	Various	Title:	Occupational Therapist
Branch:		Classification:	HSO Level P1
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Category</td> <td style="width: 30%; text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Provide an Occupational Therapist service including assessment, treatment, evaluation, and planning to designated regional caseload of inpatient, outpatient and community clients as part of the WA Country Health Service provision.

WA Country Health Service
 – Central Office
23 October 2017
REGISTERED

TITLE	Occupational Therapist	POSITION NO	Various
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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 – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable.
 Evidence based services
 Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL	D/R	75
1.1	Carry out assessment of referred clients.		
1.2	Plan and carry out individual/group treatment programs.		
1.3	Observe, assess, record and report on the progress of clients as appropriate.		
1.4	Participate in case conferences as required.		
1.5	Liaise with other staff and agencies to coordinate client treatment objectives.		
1.6	Participate in multi-disciplinary service approach for all clients as appropriate.		
1.7	Supervise Occupational Therapy students, work experience students and volunteers as appropriate.		
1.8	Participate in community education programs.		
1.9	Participate in weekend roster and/or out-of-hours acute treatment as required.		
2.0	ADMINISTRATION/PROFESSIONAL	D/R	20
2.1	Maintain reliable documentation/record keeping and data management in accordance with Departmental and professional guidelines.		
2.2	Consult with senior staff on techniques of Occupational Therapy.		
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.		
3.0	OTHER DUTIES		5
	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. Demonstrated knowledge of varied methods of assessment, treatment and evaluation within Occupational Therapy practice.
3. Demonstrated effective communication and interpersonal skills (verbal and written).
4. Demonstrated ability to function independently or as member of a multidisciplinary team.
5. Ability to manage a clinical caseload and time effectively.
6. Demonstrated knowledge of and commitment to the principles of primary health care, as applied to clinical service provision
7. Current “C” Class Drivers Licence.

DESIRABLE

1. Understanding of rural and remote community living, and the potential impact of this on Occupational Therapy practice.
2. Demonstrated knowledge and understanding of cultural issues and social determinants particularly relating to Aboriginal Health
3. Knowledge of current legislative obligations for Equal Opportunity, Disability Services and Occupational

Safety and Health, and how these impact on employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Various regional locations	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement. • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Working with Children Check (WWC) • Successful Pre- Placement Health Screening clearance • Current C or C Class drivers licence 		
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: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive

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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