



HSS Registered

Occupational Therapist

Health Salaried Officers Agreement: HSO Level P1

Position Number: 108093

Midland Adult Community Mental Health

Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Program Manager
Award Level: HSO Level 10
Position Number: 602888



Team Leader
Award Level: HSO Level 8
Position Number: 603041



This Position



Directly reporting to this position:

- TBA



Also reporting to this supervisor:
• TBA

Key Responsibilities

As part of a multidisciplinary team provides Occupational Therapy services to patients. Plans, implements and evaluates individual and group Occupational Therapy and rehabilitation programs according to the individual needs of the consumers of the service. Manages an allocated caseload of consumers. Practices as an Occupational Therapist in accordance with Occupational Therapy professional and registration requirements, standards, codes and guidelines and EMHS policies and guidelines.

Brief Summary of Duties

1. Clinical

- 1.1 Screens and assesses consumers in the areas of occupational performance and performance components in order to implement treatment strategies.
- 1.2 Plans, implements and evaluates individual and group treatment programmes relating to the individual needs of consumers of the service.
- 1.3 Functions as a case manager with an allocated case load including a range of therapeutic interventions, education, counselling and care of mental health consumers, and their carers and family and liaising with other services providing care.
- 1.4 Reports both verbally and in writing to other relevant team members and referring agencies as appropriate.
- 1.5 Participates as a multidisciplinary team member and liaises with other staff in the coordination of treatment programmes.
- 1.6 Acts as a consultant for issues related to occupational therapy rehabilitation and initiates and participates in community development projects/activities.
- 1.7 Maintains individual patient records and related demographic data in accordance with guidelines.
- 1.8 Collects and maintains statistical data as required.
- 1.9 Participates in the collection of outcome measures for adult mental health.
- 1.10 Liaises and consults with other mental health staff and community agencies regarding planning and provision of programs and services, refers to other agencies where appropriate.

2. Professional

- 2.1 Participates in the professional and clinical supervision and the Performance Development system with supervisor on a regular basis.
- 2.2 Undertakes all mandatory training as required.
- 2.3 Supervises and trains assigned occupational therapy students, other students and volunteers.
- 2.4 Maintains and upgrades professional skills.
- 2.5 Participates in ongoing evaluation of clinical practice and participates in continuing quality improvement activities (EQUIP).

3. Administration

- 3.1 Keeps records and statistics.
- 3.2 Carries out delegated occupational therapy administrative duties.
- 3.3 Participates in orientation and training of new staff into their specific job roles.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.
2. Demonstrated knowledge of appropriate treatment skills and the ability to plan, implement and evaluate occupational therapy and rehabilitation programmes in the area of community mental health and rehabilitation.
3. Demonstrated ability to work as a member of a multidisciplinary team.
4. Demonstrated effective verbal and written communication and interpersonal skills.
5. Demonstrated commitment to continuing professional development in the area of Occupational Therapy.
6. Demonstrated effective organisational and time-management skills.
7. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Relevant previous experience in community mental health or rehabilitation.
2. Experience in supervising and training occupational therapy and rehabilitation assistants, students and volunteers.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- Evidence of current "C" or "C.A." class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor Name	Signature	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date

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

Occupant Name	Signature	or	HE Number	Date
Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	12 October 2018