



# Vocational Rehabilitation Consultant

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Human Resources Directorate

**District / Branch:**

Health, Welfare and Safety Division

**Work Unit:**

Vocational Rehabilitation Unit

**Position Description Number:**

Generic 193

**Rank / Level / Band:**

Specified Calling Level 2

**Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

**Location:** Perth

### Position Objective

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Plans, develops, implements and evaluates complex vocational rehabilitation programs to enable ill and injured employees to return to their full vocational competence.

### Role of Work Unit

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The Vocational Rehabilitation Unit is responsible for an effective and efficient injury management process through the provision of in-house vocational rehabilitation services for ill, injured or impaired Western Australia Police Force (WA Police) personnel. As a specialist unit, provides a consultancy advisory service to WA Police management on injury management matters.

### Reporting Relationships

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This position reports to:

- Executive Manager, Specified Calling Level 4

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1. Vocational Rehabilitation

- 1.1 Provides a specialist advisory and consultancy service to senior management and agency personnel on complex or protracted vocational rehabilitation matters.
- 1.2 Undertakes complex vocational rehabilitation assessments, investigations and formulates individualised vocational rehabilitation plans and provides ongoing support to WA Police personnel in consultation with senior management.
- 1.3 Coordinates and evaluates activities associated with injury case management through ongoing liaison with external key stakeholders i.e. health professionals, union members.
- 1.4 Undertakes workplace assessments, work type analysis and provides recommendations to assist ill and injured employees in their return to work.
- 1.5 Determines the outcome of vocational rehabilitation plans and coordinates and facilitates the appropriate placement of personnel with residual disabilities.
- 1.6 Assists with the development and implementation of strategies to ensure the highest possible level of service delivery to satisfy the needs and expectations of customers, to minimise complaints against WA Police and to reduce the risk and cost for the Agency in relation to claims.
- 1.7 Assists in the development, implementation and review of vocational rehabilitation policies, procedures and practices.
- 1.8 Maintains data on appropriate vocational rehabilitation placements to assist with efficient return to work programs.
- 1.9 Ensures effective liaison and integration with other relevant services within the Branch and promotes and markets Health, Welfare and Safety services across the Agency.
- 1.10 Provides support, guidance and assistance to Vocational Rehabilitation Unit staff.
- 1.11 Maintains case files and reports on statistical data concerning sick leave and injury management.
- 1.12 Develops and extends own professional knowledge and maintains a current knowledge of relevant vocational rehabilitation trends and emerging issues.
- 1.13 Develops and maintains effective communication networks with clients, WA Police management, the Insurance Commission of WA, Worksafe WA, Crown Solicitors and external stakeholders and health care professionals.

### 2. Ergonomics

- 2.1 Provides advice on office ergonomics and conducts workstation assessments, including home based work locations.
- 2.2 Maintains regular liaison with Safety Branch and external agencies on matters of office ergonomics and job safety analysis

### 3. Training

- 3.1 Contributes to the development and provision of education on injury management, training and awareness strategies and sessions specifically for office ergonomic and manual handling for WA Police personnel.

### 4. Other

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Undertakes other duties as directed.

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## Work Related Requirements

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<b>Essential</b>	<b>Context in which work related requirements will be applied and or general standard expected.</b>
Qualification	Possession of a tertiary degree in Occupational Therapy, Physiotherapy, Psychology, Exercise Physiology and registration with the Australian Health Practitioner Regulation Agency (AHPRA)
Experience	A minimum 12 months in providing advice and consulting with personnel and management on vocational rehabilitation matters. Reviews and assesses complex or protracted vocational rehabilitation assessments, investigations and interventions. Proven record of providing excellent customer service. Commitment to ongoing professional development
Legislation	Thorough knowledge of the methods, principles and practices of injury management. Applying relevant injury management legislation.
Communication	Presenting messages in a clear, concise manner to bring awareness and influence change. Focusing on key points and uses appropriate language. Seeking to understand the audience and tailoring style and message accordingly.
Interpersonal	Developing and maintaining positive relationships within the team, clients internal, and external stakeholders and health care professionals. Liaising and consulting with a range of personnel in various contexts to ensure quality deliverables.
Analytical and conceptual	Conceptualising and analysing trends, patterns, and issues to provide advice and evidence-based recommendations to mitigate problems. Thinking laterally and identify improved work practices.
Drivers licence.	Possession of a current Western Australian motor drivers licence class "C" or "CA". (Driving Agency vehicles to meet clients).

### Desirable

Ability to perform ergonomic assessments and manual handling training.

## Capability Framework

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The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

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

<b>Position</b>	<b>Name</b>	<b>Date</b>
Strategic HR: Workforce Design and Consultancy	Paul Walling	March 2017
Vocational Rehabilitation Unit	Gosia Kadlubowska	March 2017