



HCN REGISTERED

Coordinator Occupational Therapy
WA Health – Health Services Union – PACTS – Industrial Agreement; Level P2
Position Number: 00010766
Child Development Services
Child and Adolescent Community Health

Reporting Relationships

Director Child Development Services
 HSU 10
 00006271

Manager Child Development Services
 HSU 9
 00007489



Manager Occupational Therapy
 HSU P3
 00010375

Also reporting to this supervisor:

- P2 00008890 1.0FTE
- P2 00007658 1.0FTE

This Position



Reporting to this position:

Title	Classification	FTE
• Occupational Therapist	P1-00007915	1.0
	P1-00010358	0.6
	P1-00010774	1.0

Key Responsibilities

Coordinates and provides designated specialist Occupational Therapy services within Child Development Services. Maintains a specialised caseload, supervises Occupational Therapy staff and coordinates the Occupational Therapy service at designated sites in liaison with the Occupational Therapy Manager.

Brief Summary of Duties

1. Clinical and Management:

- 1.1 Coordinates the provision of Occupational Therapy services in designated service location/s. Manages waitlists, plans and coordinates caseloads for optimum service delivery.
- 1.2 Provides a clinical service to a specialised caseload utilising advanced clinical practise skills.
- 1.3 Provides consultation to professionals, agencies and carers in the area of developmental paediatrics.
- 1.4 Participates as an active member of a multidisciplinary team to coordinate client care and management.
- 1.5 Reviews and maintains accurate client records, including use of CDIS (Child Development Information System).
- 1.6 Participates in clinical, staff and management meetings, including Intake and coordinates occupational therapy meetings.
- 1.7 Ensures appropriate maintenance and selection of equipment and resources for the department.
- 1.8 Participates in recruitment, selection and orientation of staff as required.
- 1.9 Assists the Manager of Occupational Therapy in the planning, coordination and evaluation of paediatric occupational therapy services within the designated catchment area.
- 1.10 Coordinates client programs and advises the Manager of Occupational Therapy on issues pertaining to policy, procedures and program outcomes as required.
- 1.11 Maintains statistics, administrative records and reports as required.

2. Professional and Educational:

- 2.1 Initiates and prepares educational programs for staff and carers in areas of specialty.
- 2.2 Actively participates in the supervisory process, provides supervision and performance management, and facilitates professional training and development of Occupational Therapy staff.
- 2.3 Supervises occupational therapy students. Where necessary, assists with planning and coordinating student placements.
- 2.4 Undertakes professional development to maintain professional standards and clinical skills.
- 2.5 Participates in Quality Improvement Activities to monitor, evaluate and develop services & performance.

3. CAHS Duties:

- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
- Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Undertakes other duties as delegated by the Regional Discipline Manager of Occupational Therapy.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualifications in Occupational Therapy and registered with the Occupational Therapy Board of Australia.
2. Substantial clinical experience relevant to the clinical area of developmental paediatrics including management of complex and specialist clinical caseloads.
3. Demonstrated ability to act as a consultant within the area of clinical specialty.
4. Highly developed interpersonal and communication (written and verbal) skills.
5. Proven ability to work effectively in an multidisciplinary team.
6. Demonstrated caseload management skills.
7. Demonstrated skills and experience in coordinating an OT service and providing supervision to staff and/ or students.
8. Current 'C' or 'C-A' class driver's licence.
9. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Evidence of post graduate education and/or completion of courses in relevant clinical areas.
2. Previous experience and demonstrated understanding of Quality Improvement Activities.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by Occupational Therapy Board of Australia must be provided prior to commencement.
- Successful Working With Children Check. This is a compulsory check for people who carry out child-related work in Western Australia.
- Possession of a valid C or CA class driver's 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
Directorate/ Dept. 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				

HCN Registration Details (to be completed by HCN)

Created on	February 2015	Last Updated on	February 2015
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