



HSS REGISTERED

Occupational Therapy Assistant Psychiatry
Health Salaried Officers Agreement: HSO Level G2
Position Number: 001532
Fremantle Hospital Older Adult Mental Health Service
Fremantle Hospital and Health Service

Reporting Relationships

Mental Health Service Lead RV
HSO Level G12
114727



Program Manager Older Adult
HSO Level G10
113631



This Position



Reporting to this position

Also reporting to this supervisor:
• Various positions



Key Responsibilities

Assists with planning and implementing group and individual rehabilitation programs within Fremantle Mental Health Service under the direction and supervision of Senior Occupational Therapist or delegate.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Plans and implements group and individual rehabilitation programs under the guidance of occupational therapist.
- 1.2 Selects grades and adapts activities as appropriate to meet the needs and therapy goals of individual clients.
- 1.3 Reports client related information/observations and liaises with specific therapist.
- 1.4 Prepares materials, equipment and environment for group and individual sessions and tidies up after completion.
- 1.5 Completes clinical documentation and undertakes administrative tasks as required.
- 1.6 Participates appropriately in clinical and program planning meetings.
- 1.7 Ensures the comfort and safety of clients under care.
- 1.8 Carries out rehabilitation programs with clients as directed.
- 1.9 Participates in clinical team-related activities and works co-operatively with occupational therapy, other clinical and non-clinical staff.

2. Professional

- 2.1 Attends and participates in staff meetings and other meetings and fulfils tasks as required.
- 2.2 Consults with the Occupational Therapist to increase knowledge of client needs and Occupational Therapist intervention / treatment approaches.
- 2.3 Participates constructively in regular supervision and performance management activities and accepts responsibility for maintaining high level of work performance.
- 2.4 Participates in quality improvement activities and maintains strong customer focus.
- 2.5 Participates in the supervision, support and training of students and volunteers as directed.

3. Education and Research

- 3.1 Participates in continuing education activities and other strategies to maintain or improve skills and work performance.
- 3.2 Records statistics in accordance with service requirements.
- 3.3 Maintains treatment and storage areas in tidy, safe and organised condition.
- 3.4 Monitors and reports on levels of equipment and therapy supplies and orders these as required.
- 3.5 Undertakes clerical duties including filing, photocopying and management of petty cash as required.

4. SMHS 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, South 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. Relevant experience working with mental health clients in a ward, community or rehabilitation setting.
2. Proven knowledge and skills in effectively implementing a wide range therapeutic activities on a group or individual basis.
3. Awareness of the unique roles of the Occupational Therapist, Physiotherapist and the Therapy Assistant and an understanding of the process of supervision.
4. An ability to communicate and relate effectively with clients, carers and staff.
5. Self-motivated in initiating and completing assigned duties and managing time effectively.
6. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Completion of an approved Occupational Therapy Assistant, Therapy Assistant or Allied Health Assistant course, or other relevant training.
2. Available to work outside normal working hours.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Possession of a valid 'C' or 'C.A' 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.

<u>Christy-Jean Webster</u>		<u>He28624</u>	<u>01/09/2016</u>
Manager / Supervisor Name	Signature or	HE Number	Date
<u>Lynn Warren</u>		<u>He23663</u>	<u>05/09/2016</u>
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.

<u>Occupant Name</u>	<u>Signature or</u>	<u>HE Number</u>	<u>Date</u>
Effective Date <u>05/09/2016</u>			

HSS Registration Details (to be completed by HSS)

Created on <u>July 2016</u>	Last Updated on <u>25/11/2016 he98151</u>
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