



North Metropolitan Health Service Job Description Form

HSS Registered June 2017

Allied Health Assistant – Occupational Therapy

Health Salaried Officers Agreement: Level G2

Position Number: 007701

Adult Mental Health Program

Sir Charles Gairdner Hospital Mental Health Service

Reporting Relationships

Senior Occupational Therapist
Award Level: HSO Level P2
Position Number: Varies



Occupational Therapist
Award Level: HSO Level P1
Position Number: Varies



This Position



Also reporting to this supervisor:

- Allied Health Assistant
Occupational Therapy (0.5FTE)

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

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Prime Function / Key Responsibilities

Provides assistance to the therapy programs including groups and individual treatment and related activities to patients in the Sir Charles Gairdner Hospital Mental Health Service under the direction of the Occupational Therapist.

Brief Summary of Duties

1. Clinical Support

- 1.1 Prepares, organises and implements selected group and/or individual occupational therapy activities as required by the Occupational Therapist, including self-care, relaxation, cognitive, social and recreational activities and assists the patients with accessing activities.
- 1.2 Assists with clinical therapy programs and implements occupational therapy plans for inpatients, under the guidance of the Occupational Therapist
- 1.3 Supervises, assists and encourages assigned patients to participate in activities.
- 1.4 Liaises with Community Managed Organisations as required to update resources.
- 1.5 Observes and reports on the behaviour and progress of consumers to the Occupational Therapist and documents as instructed.
- 1.6 Attends appropriate clinical and administrative meetings.
- 1.7 Prepares and organises therapy resources and assists with equipment provision under the supervision of the Occupational Therapist.
- 1.8 Ensures that appropriate stores, resources and equipment are stocked and maintained.
- 1.9 Monitors integrity, safety and security of equipment and initiates action for repair/maintenance.
- 1.10 Records and collates workload and patient care statistics and maintains other information as required.
- 1.11 Assists in the supervision and training of volunteers and students on placement, as required.

2. NMHS Governance, Safety and Quality

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review and professional development in conjunction with the supervisor and the designated professional lead.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities and the ACHS National EQUIP cycle in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training, including safety and quality training.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Other

- 3.1 Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Ability to implement individual and group treatment for consumers in a mental health setting.
2. Demonstrated knowledge and ability to perform, adapt and instruct consumers in relevant craft, social and recreational activities and independent living skills.
3. Effective interpersonal skills and ability to work within a team.
4. Well-developed verbal and written communication skills.

Desirable Selection Criteria

1. Possession of a Certificate III or IV for Allied Health Assistant or equivalent experience.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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	Dept./Division Head	Position Occupant
Name:	Name: Karen Kyriakou	Name:
Signature/HE:	Signature/HE:	Signature/HE:
Date: November 2016	Date: November 2016	Date: