



HSS Registered

Working with Children Check (WWCC) Required

Allied Health Assistant
Health Salaried Officer Agreement; HSO Level G2
Position Number: 00013399
Child and Adolescent Mental Health Service (CAMHS) / PCH CAMHS
Perth Children’s Hospital / QEII Nedlands

Reporting Relationships

Nurse Coordinator - MH
 Classification: RN SRN Level 5
 Position Number: 00013795



Senior Occupational Therapist
 HSO Level P2
 Position Number: 00013402



This Position



Reporting to this position:

Title	Classification	FTE
NIL		

Also reporting to this supervisor:



Key Responsibilities

Assists with planning and implementing group and individual Occupational Therapy programs at Child and Adolescent Mental Health Service (CAMHS) Inpatient Unit under the direction and supervision of the Senior Occupational Therapist or their delegate.

Brief Summary of Duties

1. Client related

- Plans and implements group and individual programs under the direction of the Senior Occupational Therapist.
- Selects, grades and adapts activities as appropriate to meet the needs and therapy goals of individual clients.
- Reports client related observations and liaises with the multidisciplinary team.
- Documents in client files under the supervision of the Senior Occupational Therapists.
- Participates appropriately in clinical and program planning meetings.
- Ensures the comfort and safety of clients of the therapy program.
- Carries out therapy programs with clients in the community under the direction of the Senior Occupational Therapists.
- Engages in physically active, social, educational and other skills-based group and individual activities to meet the therapy needs of clients.
- Facilitates transport of clients to relevant community-based activities.

2. Preparation and administration

- Organises materials, equipment and the environment for group and individual sessions.
- Maintains treatment and storage areas in a tidy, safe and organised condition.
- Monitors and reports on levels of equipment and therapy supplies and orders these as required.
- Undertakes clerical duties including filing, photocopying, and management of petty cash as required.

3. Team work

- Participates in client-related team activities and works co-operatively with members of the multi-disciplinary team.
- Participates constructively in staff meetings and follows through with designated tasks.

4. Development and Performance

- Actively participates in continuing education activities and other strategies to maintain and improve skills and work performance including consultation with the Senior Occupational Therapists to increase knowledge of Occupational Therapy theory and practice as related to own role.
- Participates in the supervision, support and training of students and volunteers as appropriate.

5. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Relevant previous experience working with mental health clients in a hospital or community setting.
2. Demonstrated understanding of the role of Occupational Therapy within a mental health setting.
3. Proven skills in effectively implementing therapeutic activities on a group and individual basis.
4. Proven ability to communicate and relate effectively with people with a mental illness, their family members and colleagues.
5. Knowledge and skills in a wide range of therapeutic activities, including the ability to participate in a range of skill development and physically active groups.
6. Demonstrated ability to work under supervision and to modify actions in response to feedback.
7. Demonstrated motivation and initiative in managing own workload and time effectively.

Desirable Selection Criteria

1. Completion of an approved Occupational Therapy Assistant, Therapy Assistant or Allied Health Assistant course, or other relevant training.
2. Experience in working with children and adolescents.
3. Current drivers licence.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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 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
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HSS Registration Details (to be completed by HSS)

Created on Insert date	Last Updated on 14/06/18
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