



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601872
Division:	Population Health	Title:	Occupational Therapist
Branch:	Esperance	Classification:	HSO Level P1
Section:	Allied Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Population Health
	Classification:	HSO Level G11
	Position No:	601201



Responsible To	Title:	Allied Health Manager
	Classification:	HSO Level P3
	Position No:	601905



This position	Title:	Occupational Therapist
	Classification:	HSO Level P1
	Position No:	601872



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601444 - Dietitian
601738 - Physiotherapist
601739 – Senior Speech Pathologist
601746 – Senior Occupational Therapist
601747 – Senior Physiotherapist
601748 – Social Worker
601749 - Clerk
601848 – Allied Health Assistant
601872 – Occupational Therapist
601879 – Senior Audiologist



Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Using Primary Health Care principles; plans, implements and evaluates individual and group Occupational Therapy interventions relating to the health, wellness, development, safety and independence of people in the South Eastern districts of the Goldfields region.

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 GOLDFIELDS**

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

The occupant of this position will demonstrate a commitment to the values of a health promoting health region.

Duty No.	Details	Freq.	%
1.0	CLINICAL/PRIMARY HEALTH CARE		70
1.1	Undertakes assessment of referred patients/clients.	D	
1.2	Plans, implements and evaluates individual and group treatment programs.	D	
1.3	Liases with and reports to referring agencies regarding case management.	D	
1.4	Evaluates effectiveness of treatment.	D	
1.5	Participates in multidisciplinary case conferencing and liaises with other professional staff in co-ordinating treatment plans.	W	
1.6	Provides outreach services to communities within the South Eastern districts of the region.	R	
1.7	Acts as a consultant to staff and participates in approved community projects.	O	
1.8	Supervises and trains assigned Occupational Therapy students and students from other disciplines.	O	
1.9	Participates in health promotion activities applicable to caseload.	O	
1.10	Maintains and upgrades professional skills.	R	
2.0	ADMINISTRATION		15
2.1	Maintains Occupational Therapy statistics, records and reports.	D	
2.2	Provides timely reports to Senior Occupational Therapist regarding service activities.	R	
2.3	Selects equipment and supplies and works within budget guidelines and delegations.	R	
2.4	Carries out delegated administrative duties.	R	
3.0	TEAM PARTICIPATION		10
3.1	Participates in, and promotes, the team management concept within the region's Population Health Team and Esperance Community Health.	D	
3.2	Attends in-service training programs and actively participates in performance development.	R	
3.2	Attends regular Population Health Team meetings and meetings with external agencies and other health services as required.	R	
4.0	OTHER		5
4.1	Other duties as directed by manager.	O	
4.2	Participates in approved research programs.	O	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act, Aboriginal Cultural Respect Framework and Confidentiality throughout the course of their duties.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.
2. Knowledge of inpatient, outpatient and community based Occupational Therapy services for both paediatric and adult caseloads.
3. Demonstrated ability to plan, implement and evaluate occupational therapy programmes.
4. Demonstrated ability to work independently and in a multidisciplinary team.
5. Demonstrated effective communication skills (written and verbal), negotiation and conflict resolution skills.
6. Demonstrated time management and organisational skills.
7. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Knowledge of Primary Health Care principles and practices.
2. Previous experience in the delivery of services in a rural area.
3. Current knowledge and commitment to Equal Opportunity and occupational Safety & Health in all aspects of employment and service delivery.
4. Knowledge of disability services – awareness of access to health services that affect the clients of this position.

Section 6 – APPOINTMENT FACTORS

Location	Esperance	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Director Population Health

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

