



**JOB DESCRIPTION FORM**

**Section 1 – POSITION IDENTIFICATION**

<b>WA Country Health Service</b>		<b>Position No:</b>	<b>610891</b>
<b>Division:</b>	South West	<b>Title:</b>	<b>Senior Occupational Therapist</b>
<b>Branch:</b>	Population Health	<b>Classification:</b>	<b>HSO Level P-2</b>
<b>Section:</b>	Allied Health	<b>Award/Agreement</b>	Health Salaried Officers Agreement

**Section 2 – POSITION RELATIONSHIPS**

<b>Responsible To</b>	<b>Title:</b>	Director SWPHU
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	612862



<b>Responsible To</b>	<b>Title:</b>	Community Health Manager Warren Blackwood
	<b>Classification:</b>	HSO Level G-8
	<b>Position No:</b>	613348



<b>This position</b>	<b>Title:</b>	<b>Senior Occupational Therapist</b>
	<b>Classification:</b>	<b>HSO Level P-2</b>
	<b>Position No:</b>	<b>610891</b>



**OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:**

<b>Title</b>
Allied Health Professionals – Speech Pathologists, Physiotherapists, Occupational Therapists and Social Worker Dietitian, Allied Health Assistants



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>																
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>612332</td> <td>Occupational Therapist</td> </tr> <tr> <td>613149</td> <td>Senior Occupational Therapist</td> </tr> <tr> <td>614045 and 614850</td> <td>Allied Health Assistants</td> </tr> </tbody> </table>	Position No.	Title	612332	Occupational Therapist	613149	Senior Occupational Therapist	614045 and 614850	Allied Health Assistants	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"> <b>WA Country Health Service South West</b> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>11 March 2020</b> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <b>REGISTERED</b> </td> </tr> </tbody> </table>	Category	Number	<b>WA Country Health Service South West</b>		<b>11 March 2020</b>		<b>REGISTERED</b>	
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**Section 3 – KEY RESPONSIBILITIES**

Plans, coordinates, monitors and evaluates the delivery of timely and culturally appropriate Occupational Therapy services for inpatients, outpatients and community clients at an advanced practice level for the Warren and Blackwood area and support services in the South West region.

<b>TITLE</b>	<b>Senior Occupational Therapist</b>	<b>POSITION NO</b>	<b>610891</b>
		<b>CLASSIFICATION</b>	<b>HSO Level P-2</b>



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.

**WA Country Health Service  
South West**

**11 March 2020**

**REGISTERED**

### **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

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL</b>	D	65
1.1	As a senior member of staff, contribute to the strategic direction of the Health Service and budget development/submissions.		
1.2	Coordinate the planning, development, implementation and evaluation of the [insert name of profession Occupational Therapy service.		
1.3	Provide advanced level clinical care for Occupational Therapy clients and identify priority health issues and high risk groups requiring specific programs.		
1.4	Participate in inter-professional and interagency collaboration for clients, as appropriate.		
1.5	Act as Occupational Therapy clinical consultant, providing advisory service, education/training and mentoring as required.		
1.6	Report verbally and in writing to team members, other health professionals and external organisations where and as required.		
1.7	Deliver patient - centred care, building health literacy and promoting self-management.		
<b>2.0</b>	<b>ADMINISTRATION/PROFESSIONAL</b>	D/R	30
2.1	Provide supervision, allocate duties, facilitate performance management and mentor Occupational Therapists and related staff.		
2.2	Provide consultancy and advice on best practice in Occupational Therapy and related issues to medical, nursing, administrative, primary health and other staff as appropriate.		
2.3	Support line manager to manage human, physical and budgetary resources relevant to Occupational Therapy services.		
2.4	Lead and support practice evaluation and quality improvement initiatives in the region		
2.5	Liaise with universities and coordinate student placements, and provide appropriate supervision and mentoring for students in clinical practicum.		
2.6	Coordinate recruitment and training initiatives and monitor Occupational Therapists regional human resource requirements.		
2.7	Maintain reliable documentation/record keeping and manage data and resources in accordance with departmental and professional clinical guidelines.		
2.8	Maintain and upgrade own professional skills (both clinical and managerial) and development, and support and facilitate skill development of other Occupational Therapists and related staff.		
2.9	Seek opportunities to undertake research/evaluation in areas to advance Occupational Therapy professional practice.		
<b>3.0</b>	<b>OTHER DUTIES</b>		5
3.1	Undertake other duties as required or directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and 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 and Confidentiality throughout the course of their duties.		

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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. Demonstrated experience and advanced level of skills and knowledge in the planning, implementation and evaluation of Occupational Therapy services.
3. Demonstrated knowledge and understanding of primary health care principles.
4. Demonstrated high level interpersonal, verbal and written communication skills (including Information Technology), conflict resolution and negotiation skills.
5. Demonstrated clinical leadership and governance in specified area of clinical practice. For Occupational Therapy services.
6. Demonstrated experience working in a cross cultural setting considering the social determinants, particularly as they relate to Aboriginal Health.
7. Demonstrated working application of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health; and how these impact on employment and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

**DESIRABLE**

1. Experience working in a rural and/or remote setting and an understanding of regional/rural service issues in the public sector health system.
2. Possession of (or working towards) a relevant post graduate qualification.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Warren Blackwood	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.</li> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Employment Health Assessment.</li> <li>• Successful WA Health Integrity Check.</li> <li>• Successful Working With Children check.</li> <li>• Successful Aged Care check</li> <li>• Evidence of current C or C-A Class driver's licence.</li> </ul>		
<b>Specialised equipment operated</b>			

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

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

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>

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