

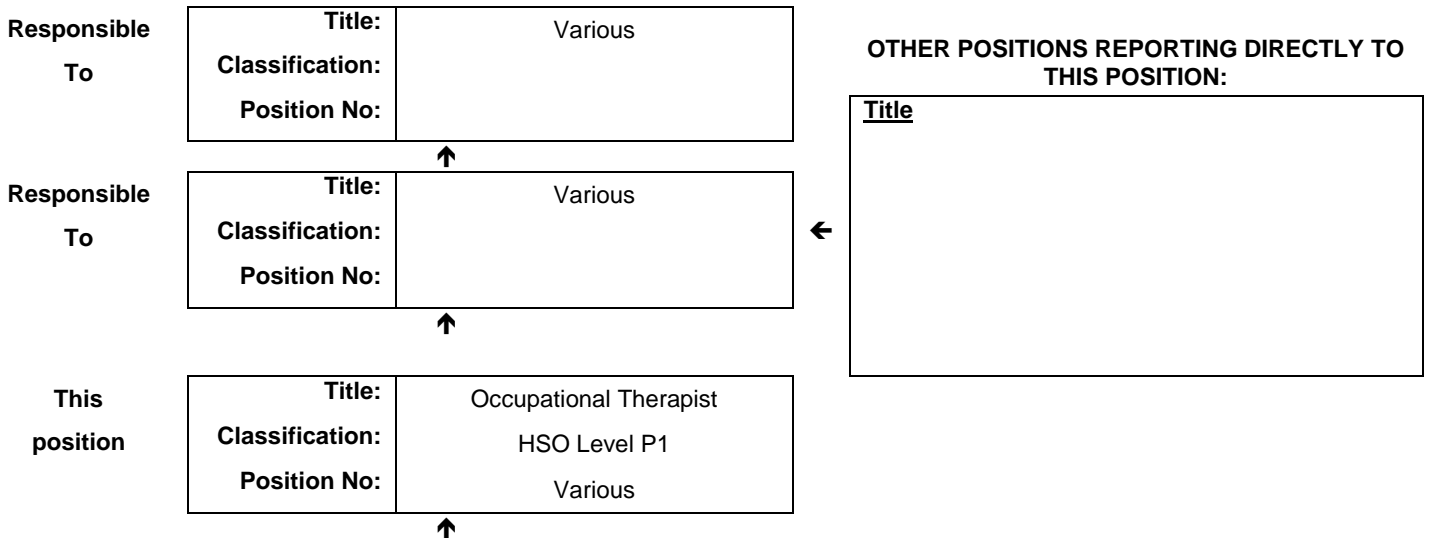


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

	<b>Position No:</b>	Various
<b>Division:</b>	Various	<b>Title:</b>
<b>Branch:</b>		Occupational Therapist
<b>Section:</b>		<b>Classification:</b>
		HSO Level P1
		<b>Award/Agreement</b>
		Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position No.</td> <td style="width: 50%;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Category</td> <td style="width: 50%;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Provides an Occupational Therapy service including assessment, treatment, evaluation and planning to a designated regional caseload of inpatient, outpatient and community clients as part of the WA Country Health Service provision.

<b>TITLE</b>	Occupational Therapist	<b>POSITION NO</b>	Various
		<b>CLASSIFICATION</b>	HSO Level P1



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

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL</b>	<b>D/R</b>	<b>75</b>
1.1	Carry out assessment of referred clients.		
1.2	Plan and carry out individual/group treatment programs.		
1.3	Observe, assess, record and report on the progress of clients as appropriate.		
1.4	Participate in case conferences as required.		
1.5	Liaise with other staff and agencies to coordinate client treatment objectives.		
1.6	Participate in multi-disciplinary service approach for all clients as appropriate.		
1.7	Supervise occupational therapy students, work experience students and volunteers as appropriate.		
1.8	Participate in community education programs.		
1.9	Participate in weekend roster and/or out-of-hours acute treatment as required.		
<b>2.0</b>	<b>ADMINISTRATION/PROFESSIONAL</b>	<b>D/R</b>	<b>20</b>
2.1	Maintain reliable documentation/record keeping and data management in accordance with Departmental and professional guidelines.		
2.2	Consult with senior staff on techniques of occupational therapy.		
2.3	Contribute to the evaluation the effectiveness of treatment and service delivery through regular quality assurance activities.		
2.4	Attend staff meetings and participate in staff in-services as required.		
2.5	Assist in the planning of service delivery including budgetary and resource requirements.		
2.6	Participate in continuing self-education, including professional primary health and health promotion skill development in line with performance management outcomes.		
<b>3.0</b>	<b>OTHER DUTIES</b>		<b>5</b>
	Undertake other duties as directed/required		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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 knowledge of varied methods of assessment, treatment and evaluation within Occupational Therapy practice.
3. Demonstrated effective communication and interpersonal skills (verbal and written).
4. Demonstrated ability to function independently or as member of a multidisciplinary team.
5. Ability to manage a clinical caseload and time effectively.
6. Demonstrated knowledge of, and commitment to, the principles of primary health care as applied to clinical service provision.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

### DESIRABLE

1. Understanding of rural and remote community living, and the potential impact of this on Occupational Therapy practice.
2. Demonstrated knowledge and understanding of cultural issues and social determinants particularly relating to Aboriginal Health.
3. Knowledge of current legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Various	<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>• Evidence of a current C or C-A Class drivers 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.

Name	Signature	Date Appointed	Date Signed

