



HSS Registered

## Occupational Therapist

**Health Salaried Officers Agreement : HSO Level P1**

Position Number: 601218,602144,601216,601827,601215

Adult Mental Health Program

Graylands Hospital/North Metropolitan Health Service

### Reporting Relationships

Title: Program Manager  
Award Level: HSO Level 10  
Position Number: 707730



Title: Manager Occupational Therapy  
Award Level: HSO Level P4  
Position Number: 601211



**This Position**



Also reporting to this supervisor:

- Senior Occupational Therapist  
HSO Level P2, 2.0FTE
- Occupational Therapist HSO  
Level P1, 5.5FTE
- Allied Health Assistant -  
Occupational Therapy HSO  
Level G2, 6.4FTE

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

•

### Prime Function / Key Responsibilities

Screens, assesses and prioritises individual and group treatment for mental health consumers according to identified consumer needs. Plans, implements and evaluates individual and group Occupational Therapy interventions according to the individual needs of consumers of the service. Manages an allocated caseload of consumers. Supervises and directs Allied Health Assistants-OT with interventions for consumers of the service as required.

## Brief Summary of Duties (in order of importance)

### 1. Clinical

- 1.1 Screens and assesses consumers in occupational performance components in order to implement treatment strategies.
- 1.2 Plans, implements and evaluates individual and group treatment programs relating to the individual needs of consumers of the service.
- 1.3 Functions as a case manager with an allocated case load providing a range of therapeutic interventions, education, counselling and care of mental health consumers, their carers and family and care coordination with other services.
- 1.4 Reports both verbally and in writing to team members and referring agencies on progress of patient with regard to physical, intellectual, emotional, social or behavioural changes.
- 1.5 Participates as a multidisciplinary team member, participates in interdisciplinary case conferences and liaises with other staff and community agencies in coordinating treatment programs.
- 1.6 Supervises and trains allied health assistants and students.

### 2. Professional/Education

- 2.1 Undertakes all mandatory training courses and other specialised training including alcohol and drug training and training for on-call purposes.
- 2.2 Maintains and upgrades professional knowledge and skills.
- 2.3 Participates in own operational and professional supervision, performance appraisal and professional development in conjunction with the Manager Occupational Therapy Services and the Program Director as the professional lead.
- 2.4 Participates in hospital and service quality improvement and internal audit activities.

### 3. Administration

- 3.1 Maintains clinical records and statistics
- 3.2 Completes Occupational Therapy records, reports and other administrative duties.

### 4. Other

- 4.1 Participates in approved research projects.
- 4.2 Conducts activities in compliance with the Mental Health Act 2014, the Public Sector Management Act 1994 (General principles of human resource management), Western Australian Public Sector Code of Ethics, WA Health Code of Conduct, the Occupational Safety and Health Act 1984, National Mental Health Standards and all WA Health and North Metropolitan Health Service policy and procedures.
- 4.3 Other duties as required.

### 5. NMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 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.
- 5.3 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

### 6. Undertakes other duties as directed.

- 6.1 May be required to work shift rosters for 24hours/7 day a week

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.
2. Demonstrated knowledge of appropriate treatment skills and the ability to plan, implement and evaluate Occupational Therapy treatment programs in acute psychiatry and rehabilitation.
3. Relevant previous experience in psychiatry, community psychiatry or rehabilitation.
4. Demonstrated ability to work as part of a multidisciplinary team.
5. Demonstrated effective verbal and written communication skills with other disciplines, consumers, carers and community agencies.
6. Demonstrated commitment to continuing professional development in the area of Occupational Therapy.
7. Eligibility to hold or possession of a current 'C' class driver's licence.

### Desirable Selection Criteria

1. Willingness to undertake alcohol and drug training and apply to a range of work practices.
2. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety & Health in all aspects of employment and service delivery.

### Appointment Prerequisites

- 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 Integrity Check.
- Successful Pre-Employment Health Assessment.
- Evidence of a current 'C' class driver's licence prior to commencement.

## Certification

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

### Manager/Supervisor

Name: H. McDonnell  
Signature/HE:86323  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: