

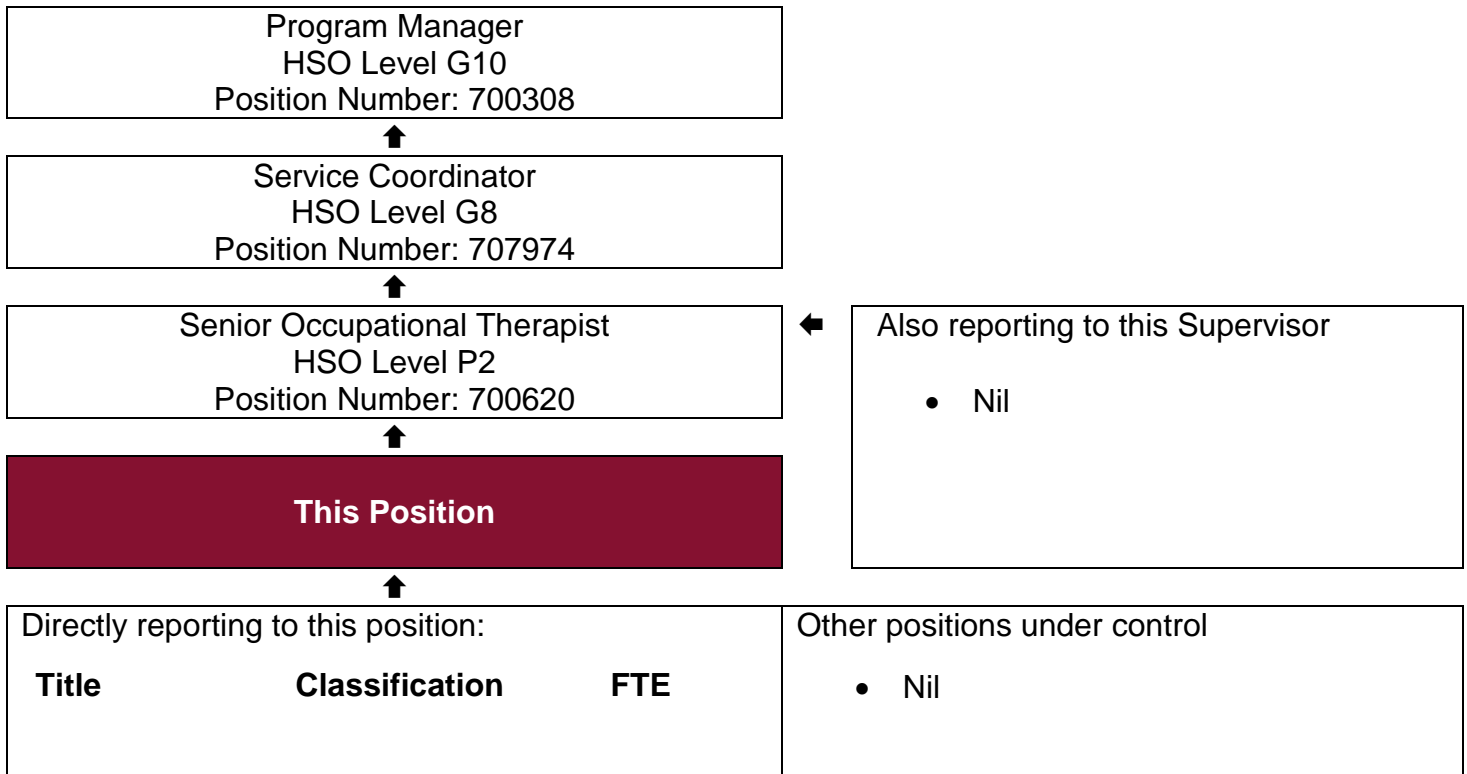


North Metropolitan Health Service
Job Description Form

HSS Registered

Occupational Therapist
Health Salaried Officers Agreement: Level P1
Position Number: 700367
Older Adult Mental Health Program
Wanneroo Older Adult Community Mental Health Service
Mental Health, Public Health and Dental Service(MPHDS)

Reporting Relationships



Prime Function / Key Responsibilities

Plans and implements individual and group therapy programs related to the clinical needs of clients of a designated community older adult mental health service.

Brief Summary of Duties

1. Clinical

- 1.1 Plans and provides Occupational Therapy and group therapy interventions to community clients of an Older Adult Mental Health Service.
- 1.2 Assesses clients for inclusion in Occupational Therapy (OT) interventions and/or the Therapy Services.
- 1.3 Observes, assesses, records, reviews and reports to the clinical team on progress of clients with regard to physical, cognitive, emotional, social and behavioural functioning.
- 1.4 Evaluates and reviews effectiveness of treatment and intervention strategies.
- 1.5 Maintains a clinical caseload where required and acts as a case manager for allocated Therapy Service clients.
- 1.6 Participates in interdisciplinary clinical meetings, case conferences and liaises with other relevant professional staff in co-ordinating treatment programs.
- 1.7 Supervises Occupational Therapy Assistants and volunteers as required.
- 1.8 Communicates effectively with client, carers and relevant others to ensure optimal achievement of client's therapy goals.
- 1.9 Participates in clinical supervision and performance appraisals
- 1.10 Updates knowledge of relevant community resources to assist and support clients with community integration and social inclusion.
- 1.11 Reports to Senior OT on matters related to client management and service delivery.
- 1.12 Initiates and participates in community development and provides a consultancy service.

2. Education

- 2.1 Supervises OT students and supports other students.
- 2.2 Maintains and upgrades professional skills according to the OT Australia Registration Board requirements.

3. Administration

- 3.1 Maintains statistics, records, client reports and other administrative duties.
- 3.2 Undertakes other duties as required within level, knowledge and expertise.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review and professional development in conjunction with the supervisor and designated professional lead.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 4.4 Completes mandatory training, including safety and quality training and alcohol and drug training.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental/Program specific policies and procedures.
- 4.6 Conducts activities in compliance with the Mental Health Act 2014 and the National Mental Health Standards.
- 4.7 Ensures OT practice and all activities are in compliance with WA Health Code of Conduct and applicable legislation including Mental Health Act 2014, Equal Opportunity Act, Occupational Health and Safety legislation, the Disability Services Act, the Public Sector Management Act, all Health Service policies, procedures and guidelines and in accordance with Occupational Therapy professional and registration requirements.

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 assessments, models of care and treatment modalities for clients of an Older Adult Mental Health Service.
3. The ability to plan, develop and evaluate individual and group therapy interventions together with patient safety.
4. Demonstrated effective communication and interpersonal skills, the ability to work in a multidisciplinary team and to relate to staff of own/other disciplines, clients, carers and others in the community.
5. Effective report writing and time management skills.
6. Demonstrated commitment to ongoing professional development.

Desirable Selection Criteria

1. Previous experience in the provision of Occupational Therapy services in the area of Older Adult Mental Health.
2. Previous experience of working in a Community Mental Health Service.
3. Experience in supervising Occupational Therapy Assistants, students and volunteers.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: