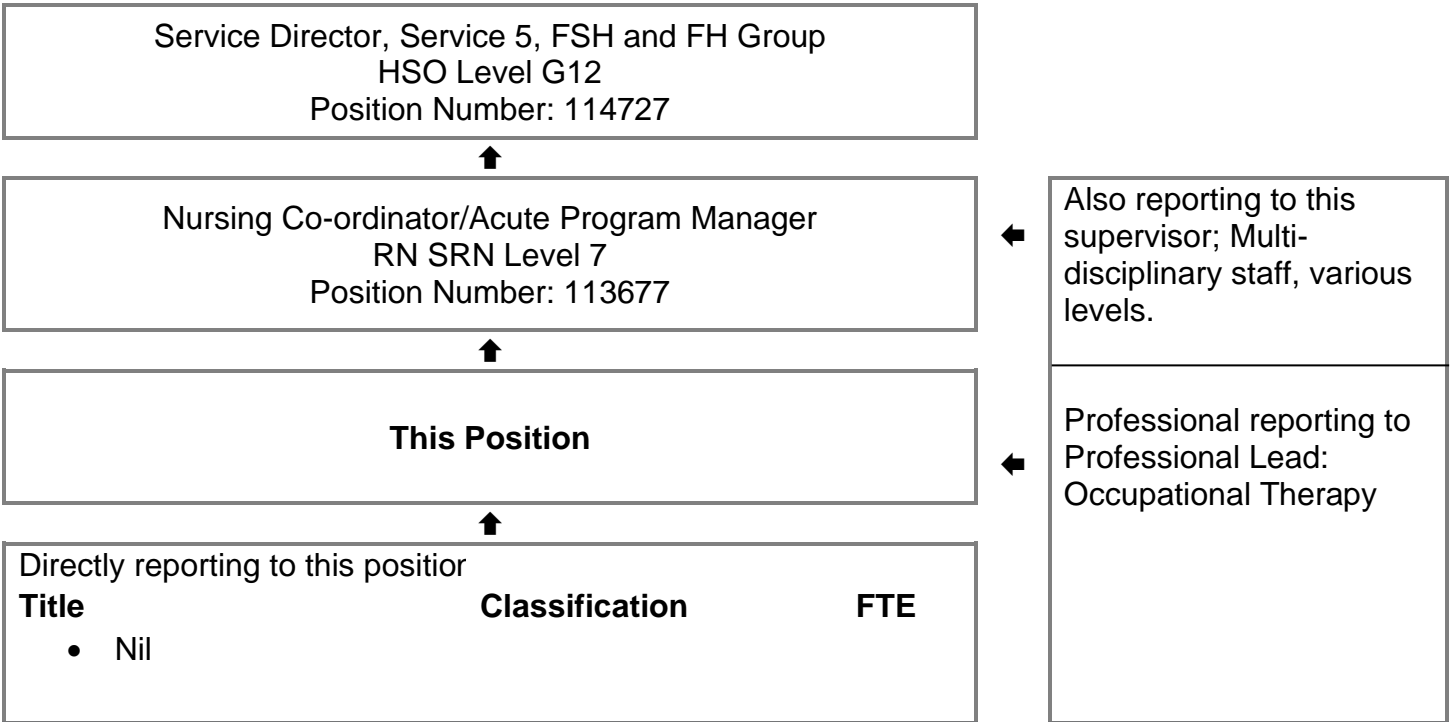




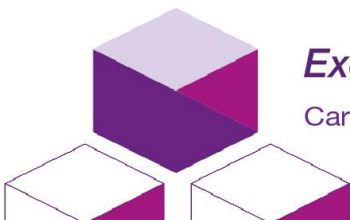
HSS Registered

**Allied Health Assistant Occupational Therapy**  
**Health Salaried Officers Agreement: HSO Level G2**  
**Position Number: 115318**  
**Fremantle Hospital Mental Health Service**  
**South Metropolitan Health Service**

### Reporting Relationships



**Key Responsibilities**  
 As part of a multi-disciplinary team assists with planning and implementing individual and group recovery programs for clients within the acute and/or community setting under the direction and supervision of the Occupational Therapist or delegate. Undertakes duties in accordance with South Metropolitan Health Service (SMHS) policies and guidelines to ensure client safety and quality of care.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



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

### 1. Clinical

- 1.1 Plans and implements individual and group recovery programs under the guidance of an Occupational Therapist.
- 1.2 Selects, grades and adapts activities as appropriate to meet the needs and therapy goals of individual clients.
- 1.3 Reports client related information/observations and liaises with therapist and team.
- 1.4 Uses computer as part of role including accessing health information systems to record statistics in accordance with service requirements.
- 1.5 Prepares materials, equipment and environment for individual and group interventions and tidies up after completion.
- 1.6 Participates appropriately in clinical and program planning meetings.
- 1.7 Ensures the comfort and safety of clients under care.
- 1.8 Carries out recovery interventions with clients as directed.
- 1.9 Participates in clinical team-related activities and works co-operatively with occupational therapy, other clinical and non-clinical staff.

### 2. Professional

- 2.1 Attends and participates in staff meetings and other meetings and fulfils tasks as required.
- 2.2 Consults with the Occupational Therapist to increase knowledge of client needs and Occupational Therapist intervention / treatment approaches.
- 2.3 Participates constructively in regular supervision and performance management activities and accepts responsibility for maintaining high level of work performance.
- 2.4 Participates in quality improvement activities and maintains strong customer focus.
- 2.5 Participates in the supervision, support and training of students and volunteers as directed.

### 3. Administration and Education

- 3.1 Participates in continuing education activities and other strategies to maintain or improve skills and work performance.
- 3.2 Maintains therapy areas in tidy, safe and organised condition.
- 3.3 Monitors and reports on levels of equipment and therapy supplies and orders these as required.
- 3.4 Undertakes clerical duties including filing, photocopying and management of petty cash as required.
- 3.5 Undertakes other duties as directed.

### 4. SMHS 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.
- 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) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Completion of an approved Occupational Therapy Assistant, Therapy Assistant or Allied Health Assistant course, or other relevant training.
2. Relevant experience working with mental health clients in an acute or community setting.
3. Proven knowledge and skills in effectively implementing a wide range of therapeutic activities on an individual or group basis.
4. Awareness of the unique roles of the occupational therapist and occupational therapy assistant and an understanding of the process of supervision.
5. An ability to communicate and relate effectively with clients, carers and staff.
6. Self-motivated in initiating and completing assigned duties and managing time effectively.
7. Current 'C' or 'C.A' class drivers licence.

### Desirable Selection Criteria

1. Available to work outside normal working hours.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of a valid 'C' or 'C.A' drivers licence.
- 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.**

<u>Jane Murdock</u>		<u>He23511</u>	<u>19/5/21</u>
<b>Manager / Supervisor</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<u>Lynn Warren</u>		<u>he23663</u>	<u>19/5/21</u>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

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

<u>Occupant Name</u>	<u>Signature or</u>	<u>HE Number</u>	<u>Date</u>
<u>Effective Date</u>			

**HSS Registration Details (to be completed by HSS)**

<u>Created on</u>	<u>Last Updated on</u>	<u>May 2021</u>
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