

Occupational Therapist

Award/Agreement	Health Professionals and Support Services Award 2010
Responsible to	Manager Community Services
Summary of role	In accordance with Resthaven philosophy and policies, responsible for the provision of quality occupational therapy services to the elderly.

Key Responsibilities and Duties

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

- Practicing within the standards and ethics of the Occupational Therapy profession and Resthaven commitment to quality outcomes for clients
- Working as a professional member of a multi-disciplinary rehabilitation team and actively participating in team meetings
- Assessing, planning and evaluating programs or treatments for the client by:
 - Assessing clients with a wide range of acute and chronic disorders and implementing effective rehabilitation and/or maintenance programs
 - Reviewing, continually assessing and evaluating programs or treatments
 - Implementing effective discharge programs
 - Balancing competing priorities of individual's expectations against resource levels
 - Maintaining documentation in a professional and confidential manner and in accord with Resthaven standards
 - Providing statistics as required
- Effectively communicating with staff members, health professionals, clients and family with regards to provision of Occupational Therapy services
- Liaising with Therapy Assistants regarding individual and group therapy programs
- Participating in the supervision of Occupational Therapy students on placement
- Contributing to, and participating in, education programs for residents, relatives and staff of Resthaven Inc.
- Participating in continuing education and courses updating Occupational Therapy techniques and information
- Ensuring Occupational Therapy equipment is adequately maintained and liaising with the Manager for the ordering of supplies and equipment
- Ensuring Occupational Therapy treatments are based on sound evidence of benefit
- Ensuring all adverse clinical events are recorded and reported to the Manager Community Services and Senior Manager Clinical Services

Quality and Safety

Responsible for:

- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work.
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.

Privacy and Confidentiality

Responsible for:

- Adhering to Resthaven Privacy of Information Policy and Procedure at all times.
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff.
- Ensuring that any “Confidential Information” that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven’s:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential.

Other duties as directed by the Manager Community Services, commensurate with classification and training

ESSENTIAL CRITERIA

Qualifications / Experience

- Current Registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency
- Driver's Licence
- An understanding of issues for elderly people, their families and carers
- Knowledge of the range and type of services available for aged/disabled persons
- Ability to work effectively and cooperatively as a member of a team
- Ability to communicate effectively with a wide range of people
- Ability to work with minimal supervision
- Ability to review procedures and implement new models of service delivery to satisfy client and organisational requirements
- Demonstrated commitment to quality outcomes and ability to consult with staff regarding continuous improvement
- Ability to monitor expenditure and implement action as required
- Understanding of ageing and ability to relate to older people
- Knowledge of and commitment to Work Health and Safety legislation
- Understanding of quality accreditation systems and their application in the workplace
- Demonstrated skill and professional practice as an Occupational Therapist
- Sound computer skills including knowledge of Microsoft Word and Excel

DESIRABLE CRITERIA

Qualifications / Experience

- Experience in working with aged clients in a multi-disciplinary environment
- Experience in measuring client outcomes
- Knowledge of the providers in the aged care sector
- Proven ability to coordinate the activities of a range of staff

Acknowledged _____
Manager Community Services

Date _____

Acknowledged _____
Employee

Date _____