

Occupational Therapist

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| 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 older people. |

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 individuals' 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 older people, their families and carers
- Knowledge of the range and type of services available for older people/people with disability.
- 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 older people 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 _____