

Position Description



Title	Occupational Therapist
Business Unit	Consumer Directed Services, Nursing and Allied Health
Location	Mount Waverley
Employment type	Full time ongoing
Reports to	Senior Manager Nursing and Allied Health

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

This position will lead the provision of flexible and timely occupational therapy services to consumers of Uniting's Aged Care and Disability services, external providers of aged care and disability services and privately funded or self funded consumers. The focus will be on optimising independence for consumers and enhancing health, wellbeing and quality of life for consumers. A willingness to work seamlessly across all Uniting service models is required.

3. Scope

Budget: nil

People: nil

Approved by: (position [see delegations of authority policy])	Page 1 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Occupational Therapist



4. Relationships

Internal:

- Nursing and Allied Health team
- Disability and Community Aged Care employees
- Consumers and their families and carers

External

- Referral sources such as General practitioners, aged and community care providers, disability providers, NDIS
-

5. Key responsibility areas

Service delivery

- Provide a quality occupational therapy (OT) service to consumers that includes assessment, therapeutic/enablement interventions and education. The purpose of OT interventions is to enhance self-care, mobility, independence and quality of life.
- Work with consumers to establish goals and provide information to support informed decision making in regard to activities of daily living.
- Work collaboratively as part of a multidisciplinary team to meet the goals of consumers.
- Accurately record data and case notes as required by Uniting and appropriate funding bodies which comply with privacy policies. Ensure timely follow up on data for quality reports as requested by the Senior Manager.
- Act as a resource and referral base for assessment and provision of aids and equipment as necessary.
- Liaise with internal and external service providers, relevant networks and key stakeholders to ensure appropriate referrals and co-ordination of services.
- Where relevant undertake the monitoring, purchasing, storage and maintenance of supplies and equipment.
- Liaise with Uniting staff, consumer, carers and other relevant service providers or health professionals about Occupational therapy assessment outcomes and recommendations.
- Manage OT referrals, organize and monitor appointment schedules and bookings ensuring the service is responsive.
- Attend service meetings, staff meetings and other organizational meetings as required.
- Undertake any reasonable additional tasks as directed by Uniting.

Professional Leadership

- Maintain ongoing professional knowledge and skills and apply the principles of evidenced based practice via professional training and professional development.
- Contribute to staff professional development by sharing knowledge and educating staff in areas relevant to Occupational therapy
- Participate in relevant project work in conjunction with other relevant health professionals and Uniting staff.
- Manage OT student placement planning, supervision and feedback.
- Ensure OT policies and practices are evidence based and up to date with professional clinical practice.

Approved by: (position [see delegations of authority policy])	Page 2 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Occupational Therapist



- Comply with all relevant sector and profession recommended/approved risk assessment or diagnostic tools.
- Quality and risk**
- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
 - Practice complies with AHPA and delegated scope of practice.
 - Ensure all appropriate hygiene and sterilization procedures are fully adhered to as per all relevant professional, agency and sector related infection control standards, guidelines and procedures.
 - Liaise with Senior manager and clinical team leaders on any clinical issues.
 - Participate in annual work plan and ensure activities are carried out as outlined
- People and teams**
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
 - Promote and maintain a positive, respectful and enthusiastic work environment
- Legal requirements & risk management**
- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
 - Foster a culture where risks are identified and appropriately managed
 - Report areas of serious risk to next level supervisor and work together to mitigate those risks.
- Personal accountability**
- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
 - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Approved by: (position [see delegations of authority policy])	Page 3 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Occupational Therapist



6. Person specification

Qualifications

- Degree qualification in Occupational Therapy
- Registration with AHPRA

Experience

- Experience working in the disability or aged care sector.
- Excellent understanding of the disability and aged care sectors and the care and support needs of consumers.
- Demonstrated ability to develop and sustain productive professional relationships with relevant stakeholders.
- Demonstrated ability to independently manage a workload.
- Strong computer skills and experience with clinical management systems.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values; respect the uniqueness and value of every individual; establish and maintain relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability.
- **Clinical Governance** –clinical experience and an excellent understanding of contemporary clinical governance, especially regarding the care of older people, people with a disability and people with complex neurological conditions.
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Service Development** – Experience in the provision and development of occupational therapy services; sound understanding of the principles of service delivery within the Aged Care and Disability sectors.
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication.
- **Commercial Astuteness** – ensuring that all resources; be they humans, material or financial, are managed effectively and with efficiency to achieve positive outcomes;
- **Problem-solving** – proven ability to take a solution-focused and strengths-based approach to service provision.
- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to prepare high quality reports.

Other Requirements:

- Legal eligibility to work in Australia

Approved by: (position [see delegations of authority policy])	Page 4 of 5	Division:
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

Position description

Occupational Therapist



- Current Australian Driver's License
- A satisfactory national police check is a condition of this position and is repeated every three years and International police check if required.
- Current Working With Children Check (Victoria)
- Compliance and understanding/familiarity with organizational policies, procedures relevant legislation (Quality management system, Equal Occupational, Health and Safety).

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>