



## Job and Person Specification

### Occupational Therapist

Code	RCJD126
Classification	Non Award
Reports To	Allied Health Services Manager
Approved By (Title)	Operational Services Executive
Approved By (Signature)	
Date of Approval	

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Purpose and Values of Eldercare.

Acknowledged by Employee	[acceptance_status]
Name of Employee	[candidate_name]
Date of Acknowledgement	[acceptance_date]

# Eldercare

## Our Purpose

*Delivering peace of mind with our care.*

## Our Values

### Respect

#### **Value in Action - We protect the dignity, rights and values of individuals**

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

### Accountability

#### **Value in Action - We are all responsible for working safely and with integrity**

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

### Connection

#### **Value in Action - We develop vibrant and supportive relationships based on warmth and generosity**

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.



## **Our Diversity & White Ribbon Commitment**

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

### **JOB SPECIFICATION**

#### **Summary of the broad purpose of the position in relation to organisation goals**

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The Occupational Therapist is accountable to the Allied Health Team Leader for the organisation and provision of a comprehensive quality Occupational Therapy service at designated Aged Care Facilities. The incumbent is responsible for identifying and performing Continuous Improvement activities, initiating service improvements in a resource efficient manner as directed under the Aged Care Standards.

#### **Reporting/Working Relationships**

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- The position reports to the Allied Health Team Leader
- The position is responsible for clinical direction and supervision of undergraduate students within the work area
- The position works closely with Allied Health and clinical staff for effective residential services

#### **Special Conditions**

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- Must hold an acceptable National Police Clearance.
- Current S.A. Drivers Licence is essential, as some travel between Eldercare sites may be required
- Occasional out of hours work may be required
- Participation in Performance Appraisal against the Eldercare Staff Development Model

#### **Statement of Key Outcomes and Associated Activities**

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##### **Responsible for the effective provision of Occupational Therapy:**

- Develop clinical protocols inline with Aged Care Standards for effective resident outcomes
- Identifying, initiating and coordinating continuous improvement initiatives within the service, in line with Eldercare objectives

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- Promoting multi-disciplinary teamwork by liaising and establishing effective working relationships with all members of the team, from both within the service and external agencies

## **Provide leadership, direction, consultancy and expertise in Occupational Therapy clinical practise by:**

- Orientating, supervising and advising staff as indicated or when requested within the work area
- Organising professional development opportunities and peer review within the inservice education program
- Coordinating teaching arrangements for Occupational Therapy student clinical placements

## **Provide quality clinical service of assessment and intervention to residents.**

- Assessment of residents with in the facility when required and development of intervention plans for ADL and lifestyle activities
- Implement interventions where required inline with the residents assessed needs
- Regular review of all residents' intervention plans, with adjustments as necessary
- Appropriate and timely documentation to meet accreditation standards and ACFI requirements
- Contributing to coordination of staff with the Residential Site Manager and Lifestyle Coordinator

## **Contribute to the ongoing commitment to policies and procedures of the Aged Care Facility by:**

- Complying with Work Health, Safety and Welfare principles and procedures on a daily basis
- Participating in Continuous Improvement activities, including the identification of performance standards and increased efficiencies
- Complying with Equal Employment Opportunity principles and procedures
- Participating in Performance Enhancement activities, including annual performance appraisals
- Ensuring the ongoing training and development of all staff supervised
- Understanding and complying with the Eldercare delegation of authority
- Attending Mandatory Training as required

## **WHS Responsibilities**

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### **All Employees:**

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others

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For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan
- Maintains compliance with all WHS policies and procedures by regular performance review
- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained
- Provides relevant WHS information and ensures appropriate training is provided
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare
- Ensure all non-conformances identified in internal audits are rectified
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence

**Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.**

## PERSON SPECIFICATION

### Essential Minimum Requirements

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#### Qualifications/Experience

#### Personal Abilities/Aptitude/Skills

- B. App Sc Occupational Therapy or equivalent
- Current registration with AHPRA

**Personal Abilities/Aptitude/Skills (Related to the job description, and expressed in a way which allows objective assessment).**

- Demonstrated advanced clinical management skills in Occupational Therapy
- Demonstrated commitment to multidisciplinary teamwork
- Demonstrated advanced interpersonal, negotiation and conflict resolution skills
- Demonstrated high level verbal and written communication skills
- Demonstrated ability to teach others effectively
- Demonstrated flexibility and adaptability in the work environment
- Basic computing skills, including familiarity with Windows and Microsoft package

#### Qualifications/Experience

- Sound broad base of Occupational Therapy clinical practice
- Supervision of staff and students
- Formulating and managing Continuous Improvement Projects

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## **Knowledge**

- Demonstrated evidence of maintaining up-to-date knowledge and skills in the Orthopaedic/Musculoskeletal and Neurological fields
- A knowledge of Occupational Health, Safety and Welfare principles and procedures, particularly Manual Handling and Infection Control
- A knowledge of Equal Employment Opportunity principles
- A knowledge of Performance Management
- A knowledge of Continuous Improvement principles and procedures

## **Desirable Requirements**

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### **Qualifications/Experience**

#### **Personal Abilities/Aptitude/Skill**

- Good interpersonal skills
- Ability to converse and work with a multidisciplinary team
- Ability to converse and work with a multi-cultural clientele
- Willingness to participate in annual competency and mandatory skills updates

### **Experience**

- Experience in formulating and implementing research projects
- Experience in formulating and implementing innovative work practises

### **Knowledge**

- Knowledge of the Aged Care Standards
- Knowledge of the Aged Care Funding Instrument

### **Educational Vocational Qualifications**

- Attendance at relevant educational sessions