

POSITION DESCRIPTION

Position Title	Paediatric Occupational Therapist
Directorate	Operations
Department	Community Services
Unit	Occupational Therapy
Reports To	Manager Allied Health Services
Award	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2012-2016

Position Objective

- Provide paediatric Occupational Therapy assessment and management services to children from birth to school entry for whom the ability to undertake activities of daily living consistent with the child's age is the primary area of difficulty. Eligible children are those whom demonstrating delays in motor skills and sensory development.
- Occupational Therapy management includes individual assessment and therapy, primarily on campus in groups or individual sessions, consultation may also occur at homes, at kindergartens and child care centres (as appropriate).

Key Responsibilities

Planning, position knowledge and skills

- Provide direct service to paediatric clients and their families, including health education, therapeutic management, utilising a family-centred approach.
- Collaboration with other Child Health Team (CHT) members to develop, implement and evaluate primary care programs and services in accordance with organisational priorities and expectations.
- Participate in program and service planning and review activities as appropriate.
- Work at all times in accordance with service philosophy, policies and procedures towards the achievement of organisational, program and service aims and objectives.
- Participate in health promotion activities as relevant to the position and guided by funding and the organisational Health Promotion plan where appropriate.
- Meet Department of Health targets.
- Participate in undergraduate student supervision, as negotiated.

Communication and record

- Maintain comprehensive (including assessment, intervention and care plans) and up-to-date client records and ensure their safe custody and confidentiality at all times. Records and notes are maintained in TRAKCare and/or the hard client file.
- Prepare and maintain appropriate client reports and group evaluations and make recommendations and changes as appropriate.

Teamwork, working relationships and interpersonal skills

- Undertake all duties and responsibilities in liaison with other members of the service and external organisations to ensure coordinated case management, delivery of service and programs, and work practice.
- Ensure the maintenance of good communication and working relationships both internally and externally, which are conducive to collaborative relationships.
- Undertake all duties and responsibilities in liaison with other members of the service and external organisations to ensure coordinated case management, delivery of services and programs, and work practice.
- In collaboration with the manager and senior clinician, critically monitor and review the efficiency, effectiveness and appropriateness of client management.
- To attend and actively participate in campus, program and discipline meetings and activities.

Continuous quality improvement

- Participate in the QICSA accreditation process.
- Identify, develop, implement, evaluate and document quality improvement activities in collaboration with CHT members and manager.
- Participate in the development of policies and procedures for areas for which responsible.
- Participate in occupational health and safety training and risk management activities as relevant to the role and as requested.
- To actively participate or coordinate a discipline portfolio.
- To regularly attend and participate in formal clinical supervision.

Professional development

- Display an active commitment to supporting and extending practice via ongoing professional development through attendance at training, clinical supervision and other developmental activities.
- Participate in the team's professional development activities.
- Actively participate in the annual Performance Appraisal processes.

Other responsibilities

- Ensure currency of relevant Accreditations (AHPRA), Working with Children Check, and Drivers License and promptly advise the Program Manager of any barriers to so doing.
- Undertake other duties as required.

Key Selection Criteria

- Minimum two years experience in delivering Occupational Therapy services in a paediatric setting at a grade two level.
- Willingness and capacity to work as a member of a multidisciplinary team in the delivery of services to the community.
- Commitment to client focus and a family centred approach.
- Demonstrated ability to provide best practice in the assessment, treatment and case management of individual clients and groups.
- Ability to liaise across the full spectrum of health and welfare services.
- Recent clinical or student experience working in a multidisciplinary team environment.
- Recent clinical or student experience working with people experiencing disadvantage, refugee, Aboriginal Torres Strait Islander.
- Recent clinical or student experience working with people from culturally and linguistically diverse backgrounds including working with Interpreters.
- Bachelor of Applied Science (Occupational Therapy) or equivalent.
- Current AHPRA membership.
- Postgraduate qualification relevant to the position is desirable.

Other Information

- This role is subject to a satisfactory National Police History check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.

Physical Inherent Requirements

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| Office Duties: | <ul style="list-style-type: none">• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving: | <ul style="list-style-type: none">• Required to drive private or IPC Health owned vehicles. |
| Work Environment: | <ul style="list-style-type: none">• May be required to work from different sites, including home visiting and offsite facilities.• Exposure to varied weather conditions. |
| Carrying and Lifting: | <ul style="list-style-type: none">• Infrequent lifting and carrying of items up to 5kgs. |
| Standing and Walking: | <ul style="list-style-type: none">• Standing and walking for periods up to an hour at a time with breaks. |
| Bending and Reaching: | <ul style="list-style-type: none">• Required to occasionally bend and reach. |

Human Resources Use Only

Position Number(s)	10552, 10569, 10110
Last Reviewed	1 December 2016