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| **POSITION DESCRIPTION – Occupational Therapist Aged Care** | | | |
| **Reports to:** | Aged Care Manager | **Date Approved:** | 6 October 2021 |
| **Award:** | Health Professionals and Support Services Award 2020 | **Classification:** | Health Professionals Employee, Level 4 – Pay Point 1 |

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| **ORGANISATIONAL CONTEXT** |
| The Broome Regional Aboriginal Medical Service (**BRAMS**) is an Aboriginal Community Controlled Health Service which has been caring for the Broome community for more than 40 years. When we first opened our doors in 1978, BRAMS was the first remote Aboriginal Medical Service in Western Australia.  BRAMS provides comprehensive, holistic and culturally responsive primary health care, social and emotional wellbeing services, and NDIS support to Aboriginal people living in Broome. BRAMS delivers more than 40,000 of occasions of service each year. BRAMS delivers services in accordance with our Model of Care.  BRAMS has an experienced team of health professionals, including Aboriginal Health Workers and Practitioners, GPs, Nurses, Psychologists, Social and Emotional Wellbeing Counsellors, NDIS support workers, and Public Health Officers who work together to improve health outcomes in the local community.  **Our Vision**  Healthy People – Strong Community – Bright Future  **Our Mission**  Provide holistic and culturally responsive health and wellbeing services for Aboriginal and Torres Strait Islander People. That means making our Mob healthy.  **Our Guiding Values**  **Respect:** Treat one another and others with respect.  **Integrity:** Be truthful, honest and ethical in our dealing with one another and others.  **Accountability:** Take responsibility for what we do and the decisions we make.  **Quality:** Provide high quality services that meet the expectations of our clients and the community. |

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| **ROLE PURPOSE** |
| The Occupational Therapist is an integral part of the multidisciplinary health care team, providing quality occupational therapy services to consumers in Aged Care services, including Transition Care, in order to meet their health and wellbeing needs required at home and in the community, following a hospital stay.  The Occupational Therapist collaborates with relevant health care team members, to ensure the needs of consumers and their families are identified and quality care plans are developed, and occupational therapy services delivered as needed. |

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| **KEY RESPONSIBILITES** | **MAIN DUTIES** |
| **Service Delivery**  Quality service provision of occupational therapy services provided to consumers, and their families. | * Carry out relevant assessments of referred consumers as required to determine occupation therapy and support needs. * Plan and carry out individual and group therapy treatment programs. * Observe, assess, record and report on progress of consumers as appropriate. * Ensure appropriate Individual and Home Visit Risk Assessments have been completed prior to commencing therapy services with consumers. * Participate in continuing self-education, including professional primary health and health promotion skill development in line with performance management outcomes. * Has a sound understanding of the BRAMS Model of Care and relevant policies and guidelines, and applies them in practice. * Is sensitive empathetic and respectful towards Aboriginal and Torres Strait Islander cultures and heritage. * Takes into account wider organisation context when considering options to resolve issues. * Prioritises own tasks to ensure own workload is managed as effectively as possible. * Has a clear understanding of won limitations and can identify when to seek assistance. * Reflects on own approach to inform improved practices. |
| **Case Management**  Effective self-management and organisational skills, culturally responsive case management, advocacy and support provided to consumers. | * Case management and delivery of occupational therapy to Aged Care consumers. * Regular follow up with consumers and family, to review therapy progress and ensure consumer is being adequately supported at home and in the community with identified therapy strategies. * Good time management, organisational and self-management skills, actively prioritises and coordinates own caseload including participating in meetings and case conferences. * Looks for opportunities to provide consumers with options to make decisions to increase their sense of empowerment. * Participate in weekend roster and/or out-of-hours acute treatment as required. |
| **Communication and Relationship Management**  Communicate professionally in the delivery of quality care to consumers and their families, maintain effective networks within and outside of the organisation. | * Excellent written, verbal and interpersonal skills required to effectively communicate with consumers, family members, health care staff, other agencies and providers and community groups regarding supports and services that the consumer needs. * Work collaboratively as part of the multidisciplinary team to coordinate care for BRAMS Aged Care consumers, and ensure identified therapy services are delivered. * Collaborates and works well with others in pursuit of team goals. * Contribute to development of care plans by multidisciplinary team, including recommended occupational therapy objectives where required. * Liaise with other health care professionals, agencies, service providers outside of BRAMS to maintain professional networks and referral sources for ongoing support or services required by consumers. * Maintain confidentiality in line with Code of Conduct and comply with all of BRAMS Policies and Procedures. |
| **Accurate Record Keeping**  Maintain accurate client records, including the collection and collation of statistical information. | * Maintain reliable, accurate documentation and progress notes in MMEX regarding follow up and services delivered to consumers. * Referrals to other service providers for ongoing care or support are completed in a timely manner, and recorded in MMEX. * Regular review of cases and progress reports completed as required. * Accurate statistical data recorded and monthly reports completed as required. |
| **Quality Management System**  Contribute to effective team performance which ensures BRAMS continues to deliver the best service to community in line with program specific accreditations and ISO 9001 standards. | * Comply with and contribute to continuous improvement of all BRAMS policies, procedures and processes. * Seeks opportunities for continuous improvement and ways to innovate. * Contribute to achieving BRAMS Quality Objectives. * Participate in internal and external audits. * Utilise BRAMS’ QMS System (LOGIQC) to its full capacity. |
| Occupational Health & Safety  Safe workplaces and environments are provided and maintained for Staff, Clients and external stakeholders. | * A positive workplace culture free of bullying, harassment and discrimination is promoted. * All reasonable and practical steps to ensure the safety, health and welfare of all staff and consumers in accordance with legislation and policies are taken. * Immediate intervention occurs wherever unsafe work practices are observed. |
| Aboriginal Ways of Working  Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities. | * Aboriginal consumers, staff and communities are supported in a way which protects and respects their cultures. |
| The duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role. BRAMS reserves the right to vary the Position Description. | |

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| **KEY RELATIONSHIP/REPORTING LINES** |
| **Accountability**  The Occupational Therapist is accountable to the Aged Care Manager.  **Direct Reports**  The position does not have direct reports.  **General Relationships**  Build effective relationships across the organisation, community groups and Aboriginal communities. |

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| **EMPLOYMENT SCREENING** |
| Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with BRAMS Employment Screening Policy. The following checks will be required for this role:   |  |  |  |  | | --- | --- | --- | --- | |  | National Police Check |  | Pre-Employment Medical Assessment | |  | Working with Children Check |  | National Disability Insurance Service Check | |  | AHPRA Verification Check |  | Drivers Licence Verification Check | |  | Passenger Transport Driver Check |  |  | |

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| **WORKFORCE CAPABILITY FRAMEWORK** |
| BRAMS is operating in a rapidly changing environment which requires our workforce to build capabilities and quality to enable - and drive - sector reforms, particularly the Closing the Gap initiative.  For staff to successfully operate according to BRAMS’ Model of Care, they must deliver on six main components of work. That is, to perform optimally, BRAMS staff must:   * Understand the Aboriginal Medical Service context; * Understand our consumers and their needs; * Be focused on solutions; * Deliver quality services; * Manage self; * Undertake training and education relevant to their job role.   These stages of work can be thought of as ‘domains’, and are intended to be consistent with BRAMS’ Model of Care. Each domain comprises several capabilities that enable BRAMS staff to achieve the objectives of that stage of work. These domains and capabilities combine to form the capability framework for BRAMS. |

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| **BRAMS MODEL OF CARE** |
| The Model of Care sets the parameters by which BRAMS aims to deliver consistent, comprehensive, holistic, high-quality, and culturally responsive primary health care and social and emotional wellbeing services to Aboriginal people living in Broome.  It aligns with, and incorporates, the Aboriginal Health Council of Western Australia (AHCWA) Aboriginal Community Controlled Health Services’ Model of Care, and acknowledges the importance of providing timely, accessible, affordable, and appropriate health care for Aboriginal people and communities.  Care needs to be strongly connected to country and cultural heritage, and must recognise the integral role that family and community play in the overall physical, mental and spiritual wellbeing of an individual. |

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| **SELECTION CRITERIA** |
| *Candidates for the position of Occupational Therapist must address the following selection criteria:*  Essential Criteria   * Must hold and maintain a current Australian issued Driver’s License. * Tertiary qualification in Occupational Therapy and current registration with the Occupational Therapy Board of Australia and Australian Heath Practitioners Regulation Agency (AHPRA) as an Occupational Therapist. * Must be vaccinated against COVID-19.   **Desirable Criteria**   * Previous experience working in an Aboriginal Community Controlled Organisation. * Demonstrated knowledge of and commitment to the principles of primary health care, as applied to clinical service provision. * Demonstrated ability to work independently and as a member of a multidisciplinary team. * Demonstrated effective communication and interpersonal skills and effective computer skills. * Demonstrated ability to effectively prioritise and manage own work/caseload and work with consumers across a range of settings including hospital, home and community. * Demonstrated commitment to quality improvement and evidence-based practice. |

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| **ROLE ACCEPTANCE** | |
| I have read and understood the responsibilities associated with this role the organisational context and the values of BRAMS as outlined within this document. | |
| **Employee Signature:** | **Date:** |