**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Position Title:** | Occupational Therapist |
| **Department/Location:** | Please refer to letter of employment |
| **Employment Status**: | Please refer to letter of employment |
| **Reports To:** | Service Manager, Allied Health Team Leader or Care Coordinator (Dependent on Service Structure) |
| **Direct Reports:** | Nil |
| **Key Relationships/Interactions:** | **Internal:** All local service staff, Allied Health staff within Anglicare SQ, Clinical Nurse Consultants, and other relevant central office staff. |
| **External:** Clients, Family Members, Hospitals and Agencies, Funding Bodies, Government Departments, Referrers and the Community. |

**Position Statement / Overall Purpose**:

This role’s overall purpose within Anglicare Southern Queensland (ASQ) is to improve or maintain peoples’ independent functioning in all aspects of living. Occupational Therapists may assist people who are limited by physical or psychological illness, neurological dysfunction, developmental delay or the ageing process. The practice of Occupational Therapy encompasses evaluation, consultation and treatment.

The Occupational Therapist (OT) will work in accordance with the values of ASQ and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Requirements & Qualifications:**

1. A tertiary degree in Occupational Therapy.
2. Current registration with AHPRA.
3. Membership or eligibility for membership of the Australian Association of OT’s, Queensland.
4. Possession of a current unrestricted Queensland Drivers’ Licence.
5. A current National Police Certificate.

**Key Selection Criteria:**

1. Demonstrated clinical knowledge and ability to competently assess functional ability of clients in a community setting.
2. Demonstrated ability to develop, implement and review collaborative OT services.
3. Demonstrated ability to work within a community based multidisciplinary team environment, including the capacity to negotiate with a range of stakeholders, operate flexibly, and have the capacity to problem solve.
4. Ability to work autonomously, plan and prioritise work effectively.
5. Demonstrated well developed oral, written and interpersonal communication skills.
6. Demonstrated understanding of quality management principles in the clinical setting,

**Key Accountabilities and Responsibilities:**

# Accountability: Clinical Responsibilities

***Working independently with minimal clinical supervision***

**Responsibilities:**

* + Manage internal and external referrals, which may include implementing a waiting list priority tool.
  + Assess client’s functional and ergonomic capacity, limitations and potential.
  + Assess client’s cognition and decision-making capacity with respect to Activities of Daily Living (ADL).
  + Complete extensive home environment assessments.
  + Provide OT input that is aimed at improving clients’ functional independence and quality of life.
  + Recommend, trial and assist to obtain necessary assistive technology (aids and equipment).
  + Facilitate appropriate minor and major home modifications, which may involve referral and co- ordination with other agencies.
  + Provide education to clients regarding energy conservation, joint protection, falls prevention, work simplification, stress management and relaxation.
  + Work effectively in multidisciplinary teams to maximise client outcomes, by attending case conferences as required to advise on client care, assessment results and progress.
  + Contribute as required to care plans that address personal ADLs, including manual handling and other workplace health and safety concerns.
  + Evaluate and review peer OT recommendations, and adjust as appropriate.
  + If a need is identified and resources available, plan, coordinate, implement and review group OT programs which are suited to clients needs within the local community e.g. energy conservation, social support program, relaxation and ADL re-training.
  + In conjunction with the Manager, design, coordinate and evaluate projects in response to identified needs in consultation with clients, carers and the community.
  + Ensure all OT services reflect best practice, including evidence based practice.

# Accountability: Administration and Management

***Ensure a high quality and be accountable for OT Services***

**Responsibilities:**

* + Ensure services provided are within budget constraints as advised by the Manager.
  + Manage OT outputs in line with funding requirements.
  + Initiate, participate and review regularly Quality Management activities to further develop and improve the OT service within Anglicare SQ.
  + Maintain accurate and regular reports of client assessment, interventions, and progress.
  + Record and maintain accurate statistics as required by organisational guidelines, and provide other statistical information as requested by the Manager.
  + Provide written reports on clients as required.
  + Attend monthly allied health meetings and other relevant staff meetings as required.
  + Actively assist in identifying OT staffing needs as required.
  + Assist in the preparation of submissions under the direction of the Manager.
  + Assume responsibility to ensure maintenance and care of OT equipment in accordance with Anglicare SQ Policies and as directed.
  + Network formally and informally with other services providers within the relevant Health District to ensure that the OT needs of the community are met in the most equitable and timely manner possible.

# Accountability: Education and Training

**Responsibilities:**

* + Attend and actively participate in education and in-service programs, both internally and externally.
  + Maintain and enhance professional skills and knowledge by actively pursuing self development opportunities through further education, courses and seminars.
  + Provide formal and informal education to individuals, groups, organisations and other health professionals about OT services as required.
  + Be available as a resource person in matters relating to OT, for other OT’s and team members, including offering peer support to other OT’s within Anglicare SQ.
  + Organise student placements and provide professional supervision for OT students.

# Other Duties and Requirements

* + Promote and maintain good interpersonal and public relations within and outside the workplace, including prompt attention to phone calls.
  + Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within Anglicare SQ’s Policies and Procedures.
  + Undertake educational activities to maintain and enhance work related skills and knowledge.
  + Deal appropriately with any workplace harassment and bullying.
  + Not during or after employment disclose information relating to clients/residents and staff of Anglicare SQ or damage the reputation, viability or profitability of the Anglicare SQ services.
  + Any other duties that are directed within your abilities.
  + Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

**Delegation of Authority:**

* + As delegated by the Manager.
  + In accordance with the Anglicare Delegations of Authority Policy.