



Health and wellbeing for all through:

- Compassion
- Integrity
- Respect
- Equity

POSITION DESCRIPTION

TITLE	OCCUPATIONAL THERAPIST		
PROGRAM/TEAM	Primary Health: Adult Health team		
EFT	EFT 0.6		
TYPE/PERIOD OF EMPLOYMENT	Ongoing		
CLASSIFICATION	Occupational Therapist Grade 2		
AWARD/EBA	Victorian Stand Alone Community Health Centres, Health Professionals Multi Employer Enterprise Agreement 2012-2016		
REPORTS TO	Manager Primary Health		
SUPERVISES	Discipline specific tertiary students and Allied Health Assistants		
EFFECTIVE DATE	15/11/2018	REVIEW DATE	15/11/2019

Cobaw Community Health Services Ltd (Cobaw) provides a diverse range of health, wellbeing and community services across the Macedon Ranges Shire and is extending service delivery reach with new opportunities. As a not for profit Company Limited by Guarantee Cobaw’s strategic direction is led by a Board of Directors, whose membership is drawn from the local community.

To achieve our vision of a healthy resilient community, we are committed to the principles of collaborative partnerships, health promotion, community engagement, social justice and advocacy. In seeking opportunities to contribute to the lives of people in our community, we focus on achieving sustainability and expansion of services. To achieve this we always seek to add to the capabilities of our skilled and professional staff. All employees play an active role in service planning and development, quality improvement and health promotion.

In seeking skilled professionals to join Cobaw, we look for people that hold in high regard the values that are reflected in our work. Cobaw values diversity and will be responsive to the health needs of all people including, but not limited to, Aboriginal and Torres Strait Islander people; people with a disability; lesbian, gay, bisexual, transsexual and intersex people; people experiencing health inequalities; and culturally and linguistically diverse people.

THE POSITION

As an Occupational Therapist you will be responsible for providing a client focused service through direct client assessment and consultation. The role will also ensure planned health promotion initiatives are deliverable in collaboration with other service providers that reflects the guidelines of the funding agreements and Cobaw's service policy and procedures.

The key expected job outcomes of this position are to:

- Provide a direct mental health and Physical therapeutic service to clients within the Macedon Ranges Shire and surrounding areas
- Provide evidence based assessment, planning and delivery of supports that build on the strengths, capacity and goals of individuals and their families
- Comply with regulatory and funding body requirements
- Maintain effective working relationships with colleagues and regularly participate in team and organisational activities.

The scope of practice is:

- 1. Target Population:** Frail, aged and younger adults with a disability
- 2. Service Delivery Model:** Wellness, reablement or restorative care approach, Active Service Model (ASM) approach, client centred, strengths based
- 3. Service Location:** Outreach - individual or family home, center based when appropriate.

THE PERSON

The personal attributes needed to fit this role are:

- Strong interpersonal skills
- Well-developed verbal and written communication skills
- Understanding and acceptance of diversity
- Initiative and self-motivation
- Excellent organizational skills

KEY RESPONSIBILITIES

These statements of duties/responsibilities/tasks/roles and functions are indicative and need to be understood within the context that Cobaw is in a dynamic environment where change is the norm. As organisational needs change, so do job roles and functions. We are looking to employ people who understand the need for flexibility in employment relationships and responsibilities.

Direct Client Care and Consultation

- Work as part of a multi-Disciplinary team to complete assessment, planning and delivery of supports that build on the strengths, capacity and goals of individuals.
- Assessment of functional ability which involves assessing the client's ability to manage work and home roles and participate actively in these pursuits.
- Identification of barriers to a client's functioning within their usual environments (work and/or home) and developing collaborative strategies to overcome these barriers.
- Interventions to assist clients to overcome practical challenges including independent life skills, home maintenance, self-care, leisure and health/fitness goals using focused occupational strategies
- Use an individualised, strengths based, capacity building approach in developing Goal Directed Care Plans with clients.

- Make appropriate recommendation for aids, equipment or modifications to increase community access, and maximise independence.
- Work within a variety of funding schemes and service delivery guidelines as appropriate.
- Make appropriate referrals, provide secondary consultation and liaise with other internal and external service providers re care coordination planning and funding.
- Participate in group programs when appropriate.
- Maintain prescriber status with Statewide Equipment Program (SWEP).

Program Planning and Evaluation

- Consult with consumers and community when developing and reviewing programs =co design.
- Use evidence based information and appropriate quality standards to develop and review program documents.

Community Development and Health Promotion

- As part of a multi-disciplinary team, plan, implement and evaluate programs in accordance with accreditation and national and regional health priorities.
- Work in partnership with stakeholders and community to build networks and deliver positive health outcomes for our community.

KEY SELECTION CRITERIA

Applications must include written responses to the following:

1. Demonstrated experience in working with frail aged clients; clients with a disability and their carers.
2. Experience in using appropriate evidence based resources to promote independence in daily living and reduce risks to living safely at home.
3. Ability to work autonomously and as part of multi-disciplinary team.
4. Excellent verbal and written communication skills and ability to communicate effectively with a broad range of stakeholders.
5. Excellent organisational skills, work priority management.

The qualifications required for this position are:

- Tertiary qualification in Occupational Therapy
- Minimum two years' experience working as an Occupational Therapist
- AHPRA Registration as an Occupational Therapist.

OTHER REQUIREMENTS

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of Cobaw policies and procedures.

Occupational Health & Safety and Risk Management

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm

- Apply a risk management approach to all tasks undertaken
- Attend Occupational Health & Safety (OH&S) Committee meetings as required.

General

- It is the responsibility of all staff to work within Cobaw's Code of Ethical Conduct and represent Cobaw as a professional and client-focused organisation and to promote its range of services
- Comply with Cobaw's Instrument of Delegation
- Comply with and contribute to Cobaw's Policy and Procedure Manual
- Carry out all other duties as directed consistent with Cobaw's Strategic Direction
- Maintain professional registration required to practice within the scope of practice outlined in the position description, provide evidence of current registration annually and notify Cobaw of any changes to registration when they occur
- Provide courteous advice and assistance to clients and visitors of Cobaw
- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner
- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position.

ADDITIONAL INFORMATION

- The successful applicant will be required to undertake a National Criminal History Check (NCHC), a Disability Workers Exclusion Scheme check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- All employees are required to sign and comply with Cobaw's Code of Conduct, Respectful Workplace Behaviour policy and Statement of Cultural Safety.
- Cobaw is an Equal Opportunity Employer.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries. as well as co-operating with any measures introduced into the workplace to improve OH&S
- Cobaw is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- Cobaw is committed to promoting and protecting the interests and safety of children. Cobaw has zero tolerance of child abuse. All staff working at Cobaw are responsible for the care and protection of children and reporting information about child abuse.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position
- Salary sacrifice arrangements are available to all permanent staff subject to Cobaw's ongoing Fringe Benefits Tax exempt status.
- The position is located in either Kyneton or Romsey however it is expected that all Cobaw staff will have the flexibility and willingness to work from any Cobaw site.
- The company reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to Cobaw's area of operation.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment and then on an annual basis.

- The position requires a full and current Victorian Driver’s licence.
- The position may require use of personal vehicle at times with travel reimbursement.
- This position is offered subject to ongoing funding.

ACKNOWLEDGEMENT			
CEO Signature			
Name		Date	
Employee Signature			
Name		Date	