

POSITION DESCRIPTION

POSITION TITLE: Occupational Therapist

DIRECT REPORT: State Manager

The WorkXtra Group is a national group of companies providing a range of allied health services to private clients, community, corporations and residential aged care. Our core value is to provide a new level of collaborative care.

Position Summary

Reporting to the State Manager, the key role of the Occupational Therapist is to ensure a collaborative approach when applying professional expertise to maximize positive outcomes for our people and partners.

Key Responsibilities:

Xtra AgedCare:

Providing services to clients in Aged Care facilities, including but not limited to:

- Attend to onsite referrals in a timely manner, and complete follow up for referral as required.
- Complete evidence based Functional Allied Health Assessments for all new permanent residents within the required timeframe.
- Direct pain treatments and input into numerous other areas of a resident' s care within the ACFI framework, including but not limited to actives of daily living, mobility and transfers, pain management, oedema and arthritic joint management and skin integrity management.
- Undertake pain management treatment in line with ACFI framework, providing residents with quality hands on time and utilizing treatments techniques such as therapeutic massage, TENs machines, and specific exercises.
- Conduct ongoing, scheduled and regular reviews of resident' s care, their goals, mobility, pain management and falls risk and safety interventions; and maintaining an up to date record of these resident reviews.
- Documentation completed with appropriate terminology and understandability to enable utilization for:
 - appropriate care for residents by care staff
 - appropriate claiming according to ACFI framework based on resident' s care needs
 - appropriate care planning for other areas of resident' s care.

- Maintain organized, easily accessible and accurate documentation of pain treatment records, in line with ACFI requirements.
- Assist in running RACF.
- Cover leave at other sites if required.
- Communicate openly and professionally with onsite staff at all levels, including nurses, doctors and care staff to ensure appropriate and achievable level of care for all residents
- Open communication to direct collaborative care planning and ensure high level of all-inclusive resident care
- Attending and participating in meetings, including multidisciplinary, staff and management meetings on site as directed by the site and your Manager
- Being accessible during site validation and accreditation processes
- Responsible for ongoing and regular communication with Team Leaders and State Managers to ensure workload and level of care is maintained
- Appropriate handover and communication with Xtra AgedCare staff attending the aged care site, and working collectively to achieve a high quality of care for residents
- Maintain flexibility and adaptability to the needs of the site and work within the scope of the occupational therapy profession and within the reasonable requirements of an Occupational Therapist.

Xtra HomeCare:

Providing services to private clients, including by not limited to:

- Completing Activities of Daily Living (ADL) assessments for clients in accordance with all applicable professional body, regulatory and legal frameworks
- Undertaking home environment assessments, including home modification assessments recommendations and scaled drawings
- Administering upper limb therapy as required
- Providing advice and retraining on functional tasks
- Providing manual handling and education training for carers and family members
- Consulting with site staff, doctors, client, family and other care professionals to develop client care plans, goals, nature of interventions and plan for review
- Working collaboratively with site staff, doctors and other care professionals to ensure implementation of the clients care plans
- Regularly reviewing client outcomes and make any necessary changes to align with client goals
- Documenting each client treatment and general care in clinical notes as per company guidelines

- As Attending and participating in meetings, including multidisciplinary, staff and management meetings on site and as directed by your Manager

People, Safety, Culture

- Presenting Manual Handling or Falls Prevention Programs to clients as required and in accordance with company guidelines.

Provider Assist Cycles

- Completing full and comprehensive assessments of residents in conjunction with Provider Assist specialist.
- Providing communication as required to the Provider Assist specialist for each cycle.
- Preparing client reports to the Provider Assist specialist within the agreed timeframe.
- Following Provider Assist Policy and Procedures and enforcing team compliance.

Professional Development

- Attending Group Professional Development sessions and in some cases deliver presentations upon request.
- Keeping abreast of changes to the Aged Care Funding Instrument.
- Providing support to new staff as required in alignment with the Groups Quality Management system.

Workplace Health & Safety & Policies

- Taking reasonable steps to ensure you follow all appropriate processes in regards to maintaining a safe work place including the follow up of reporting on any incidents or hazards according to Policy.
- Supporting and complying with all Group Policies and Procedures.

General

- Taking action in clear cut situations; make judgement calls within scope of authority.
- Identifying areas for improvement, seek out and act upon opportunities.
- Complete daily timesheets in accordance with policy and procedures.

Skills, Abilities and Knowledge

Essential

- Bachelor degree (minimum) in Occupational Therapy.
- Valid registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- National Police check valid within three years from issue.
- A valid Certificate of Insurance must be maintained by all practicing staff providing Professional Indemnity cover up to 10 million dollars.
- Selected state government checks as requested as per legislation and client requirements.
- You must hold a current drivers licence authorising you to drive in Australia.
- Maintain record of CPD hours and be compliant with professional standards.
- Excellent communication skills, including tact and diplomacy.
- Ability to deal directly and effectively with team members and external parties.
- Ability to provide specialist advice and technical knowledge.
- Exceptional time management and organisational skills.
- Awareness of the Group brand and services provided across the business, and confidence to share this knowledge with external sources.
- Confidence in public speaking, giving presentations and facilitating in front of small and large groups.
- The ability to work autonomously and within a team environment.
- Flexible approach to roster changes and unplanned external influences.
- The desire to take on responsibility, show initiative and be open to constructive critiques on how to improve.

Desirable

- Membership of the Occupational Therapy Board of Australia.
- Experience, ideally in an Aged Care or similar environment.
- Knowledge of the Aged Care Funding Instrument.

Personal Qualities

- Professional in appearance which includes wearing of branded polo shirts and abiding by the group dress code.
- Honest and trustworthy as reflected in your dealings with internal and external parties
- Respectful of client confidentiality.
- Empathy and sensitivity to the needs of each client respecting their different social and cultural backgrounds.

Key Performance Indicators

The key performance indicators for this position are the core responsibilities and behaviors outlined in this document including alignment with company policies and procedures. These areas of competency will be measured regularly in monthly meetings and performance reviews. The core areas of measurement include;

- Overall communication with internal and external parties including degree of responsiveness
- Technical knowledge and skills required to perform role responsibilities
- Attention to detail & level of accuracy when undertaking all tasks
- Displaying a high degree of self-management skills and self-awareness to take on board and address areas for improvement and further development
- Attendance and participation at quarterly professional development and tutorial sessions.

Acceptance

I _____ agree to perform the duties as set out in the above job description and will carry out those duties to the performance standards required.

Employee Signature: _____ Date : _____