

POSITION DESCRIPTION

Position Title	Occupational Therapist - Grade 1
Directorate	Operations
Department	Clinical Operations
Unit	Occupational Therapy
Reports To	Senior Manager Allied Health Services
Award	Victorian Stand Alone Community Health Centres, Allied Health Professionals Enterprise Agreement 2017-2021

Position Objective

- Support the IPC Health vision to provide high level, quality occupational therapy care and intervention to the local community.
- Work as a member of a multi-disciplinary team, with the utmost skill and sensitivity to meet individual and community needs.
- Work within the social model of health and with the broader team to address identified problems with the clients.

Key Responsibilities

- Provide direct service to clients, including health education, therapeutic management and health promotion.
- Develop, implement and evaluate primary care and health promotion activities and services in accordance with organisational priorities and expectations.
- To participate in regular clinical supervision from a Grade 2 Occupational Therapist according to the organisational supervision policy.
- Work at all times in accordance with service philosophy, policies and procedures.
- Commitment to ongoing clinical professional development and evidence based practice.
- Maintain comprehensive (including assessment, intervention and care plans) and up to date client records and ensure their safe custody and confidentiality at all times.
- Prepare and maintain appropriate statistical data, reports and analyses for activities and services for which responsible and make recommendations as appropriate.
- Provide advice in areas of responsibility and professional expertise as circumstances require and as requested.
- To use effective interpersonal skills to enhance collaboration both internally and externally.
- To approach conflict in a respectful, open and reflective manner and to regard it as a learning opportunity.
- To attend and actively participate in campus, program and discipline meetings and activities.
- To identify, develop, implement, and evaluate quality improvement initiatives.
- To participate in the development of policies and procedures for areas for which responsible and participate in the development of organisational policies and procedures as required.

- To participate in occupational health and safety training and risk management activities as relevant to the role and as required.
- To participate in and coordinate as delegated, professional development and training activities.

Key Selection Criteria

- Bachelor of Applied Science (Occupational Therapy) or equivalent.
- Relevant experience in/or understanding of community health.
- Knowledge or experience in a range of conditions that Occupational Therapists manage.
- An understanding and commitment to the principles of community health.
- Ability to work autonomously as well as demonstrated capacity or understanding of how to work as a member of a multidisciplinary team in the delivery of services to the community.
- High level communication, negotiation, organisational and time management skills.
- Able to liaise across the full spectrum of health and welfare services.
- Proficiency in technical skills and ability to use client management systems.
- Current and valid registration with the Australian Health Practitioners Regulation agency.
- Registered with State-wide Equipment program (SWEP).
- Current and valid Victorian Drivers licence and Working With Children's Check.

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

- | | |
|-----------------------|--|
| 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. |

People and Culture Use Only

Position Number(s) 10110, 10436, 10439, 10549, 10556, 10560

Last Reviewed 10 February 2020