



Position description

Position:	Occupational Therapist
Agreement/award:	Boandik Lodge Inc Professional health practitioners enterprise agreement 2016
Responsible to:	Executive Community Manager

Position objective:

To liaise and collaborate with the executive community manager and other staff to achieve and maintain optimum standards of care for residents and clients, maximum staff harmony and teamwork and support for colleagues, students, volunteers and representatives of clients. The occupational therapist will provide evaluation, consultation and treatment services to enable clients to improve or maintain functioning in all aspects of living.

Key responsibilities

1. Coordinate and monitor internal and external referrals, and prioritise services accordingly.
2. Provide high quality, evidence-based therapy services to Boandik clients, including residential, respite, transitional care program, community and independent living unit clients.
3. Work collaboratively with allied health team and provide direction and supervision for allied health assistants.
4. Complete environmental assessments and facilitate home modifications in liaison with key internal and external maintenance providers.
5. Liaise and collaborate with equipment and maintenance team regarding assistive equipment purchase, prescription, modification or repairs.
6. Work effectively in multidisciplinary teams to maximise client outcomes, to advise on client care, assessment and progress.
7. Keep accurate records for professional, legal, financial and statistical purposes.
8. Network with external agencies and internal staff to ensure high quality outcomes for clients.
9. Participate in formal and informal education opportunities to maintain and enhance professional skills and knowledge.
10. Participate in promotion of Boandik services within the community.
11. Ensure that client confidentiality, privacy, individual choice and decision making is maintained.
12. Support the rights and interests of clients and residents by following appropriate reporting mechanisms to meet duty of care and legislative requirements.
13. Provide and promote quality customer relations concerning Boandik to all stakeholders and the community.
14. Have an understanding of cultural needs and issues.
15. Assist in training and education of staff.
16. Adapt to and participate in changes in the work environment.
17. Maintain safe and hygienic practices, observing infection control procedure where necessary.
18. Undertake tasks as detailed on duties list.

Key performance indicators

The key performance indicators below will ensure that key responsibilities are achieved and will be monitored and reviewed at staff appraisal annually:

Position specific

1. Initial assessments conducted within 2 weeks of referral.
2. Urgent reviews undertaken within 24 hours.
3. 100% satisfaction in client survey for occupational therapy services.
4. 100% compliance with recording of required statistics.

Organisation

1. Read and signed emergency procedures manual on an annual basis.
2. Read and signed hazardous chemical register on an annual basis.
3. Submit hazard forms as required - achieve submission of 0.8 hazards per full time equivalent employee.
4. 90% of workcover claims are submitted to department head within 2 days.
5. Incident forms will be completed and submitted to department head within 2 days of the incident occurring.

Mandatory requirements

1. National police certificate (less than 3 years old).
2. Current AHPRA registration with no conditions.
3. Senior first aid certificate
4. Current South Australian driver's license.

Qualifications and experience

1. Recognised degree/diploma in occupational therapy.
2. Accredited occupational therapist registration with AHPRA.
3. Proficiency in the use of computer systems and technology to enhance client outcomes and business services.

Skills, knowledge and attributes

1. Empathy and understanding of aged residents and clients.
2. Effective communication and interpersonal and team skills.
3. Initiative and self-motivation.
4. Understanding of the needs of elderly clients from culturally and linguistically diverse or Aboriginal backgrounds.
5. Ability to network, negotiate and advocate on a personal and agency level.

Performance management

New employees:

Your orientation will be the first step in the performance management process. You will have a six month review as part of your probation at this review we will check your progress and development and that the following are completed:-

- a. "In their shoes package"

All employees:

1. Participate in an annual performance appraisal.
2. Achieve the key performance indicators for this position.
3. Act in accordance with professional, legislative and organizational standards, policies and procedures.
4. Identify own learning needs and participate in self-improvement/ self-education opportunities.
5. Attend all sessions at the compulsory study days on an annual basis.
6. Maintain current senior first aid certificate.
7. Comply with the Boandik employee code of conduct at all times.
8. Attend staff meetings as required.

Continuous improvement

1. Recognise the need for and participate in continuous improvement programs relevant to the work area.

Work health and safety

1. All staff have a legal obligation to ensure that they comply with work health and safety regulations and the organisational policies, procedures and standards.
2. Promote effective work health and safety practices from all staff.
3. Monitor compliance with work health and safety legislation.

Equal employment opportunities

1. Understand and participate in promoting equal opportunity legislation and Boandik Lodge policies relating to this legislation.
2. Model behaviours that are fair, non discriminatory and free of harassment.

Salary packaging

- Boandik offers salary packaging to all staff members who have satisfactorily completed their probationary period.
- Salary packaging is provided by CBB at a small cost to the staff member.
- Salary packaging is limited to amounts that are allowable without attracting fringe benefits tax. If a staff member chooses a salary packaging outside these limits they will be liable to pay the fringe benefits tax. CBB will advise staff to ensure this does not occur.
- Boandik allows staff to salary package unused leave payments on termination of employment.

Further information is available in the human resource policy. This addendum forms part of the position description for my role and I accept the information included.

Employee acknowledgement

1, _____, have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____