

POSITION DESCRIPTION

Position:	Occupational Therapist – Paediatric
Location:	Djerriwarrh Health Services at Melton Health
Award Classification:	Health Professionals Award – Occupational Therapy
Classification:	Grade 1
Reports to:	Manager Women & Children's Health
Date of Review:	August 2007; March 2010

Melton Health provides same day public medical and ambulatory services to the Shire of Melton, Bacchus Marsh, Gisborne and Sunbury areas, serving an estimated catchment population of 149,000, which will expand to 201,000 by 2016. Melton Health is a part of Djerriwarrh Health Services, which offers integrated health care to the region including primary, ambulatory, acute and aged care services from the following sites:

- Caroline Springs Community Health Centre
- Melton Community Health Centre
- Melton Health
- Bacchus Marsh & Melton Regional Hospital
- Bacchus Marsh Community Health Centre
- Grant Lodge (Residential Aged Care)

PURPOSE OF THE POSITION:

- To provide high quality speech pathology to the Paediatric Service of the Melton Health Women & Children's Health Program. Clinics within the program include:
 - Autism Spectrum Assessment Clinic
 - Behaviour Clinic
 - Developmental Delay Clinic
 - General Paediatric Clinic
 - Paediatrics Access Clinic

QUALIFICATIONS:

- The occupational Therapist must hold a Bachelor of Occupational Therapy, or equivalent
- The occupational therapist must be eligible for membership of the Occupational Therapy Australia
- A current Victorian Drivers Licence is essential
- The occupational therapist must satisfy the requirements of a police records check and Working with Children Check

REPORTING RELATIONSHIPS:

- Manager of Women & Children's Health at Melton Health (program responsibility)
- Chief Speech Pathologist (professional liaison)
- Director Allied Health through the Manager Women & Children's Health

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Occupational Therapist at Djerriwarrh Health Services fulfil a diverse and flexible role in the provision of occupational therapy services to the organisation. The areas covered by the Occupational Therapist – Paediatric – at Melton Health, include assessment, treatment and case management of children with complex needs.
- The Allied Health (inclusive of occupational therapy) Department is responsive to the needs of the organisation and provides a flexible approach to service provision.

The occupational therapy service at Melton Health will provide outpatient care in an ambulatory care setting. The Paediatric Occupational Therapist at Melton Health will work across a wide range of paediatric speciality clinics, and to further develop these services.

In addition, the Allied Health Department is involved in staff education, orientation programs and health promotion activities. The specific duties and responsibilities of this position are to:

- provide an efficient and professional occupational therapy service to Djerriwarrh Health Services
- assist with assessment, diagnosis and treatment recommendations for paediatric clients
- provide direct speech pathology treatment to paediatric clients
- maintain a close professional working relationship with other health professionals and support personnel
- develop and implement systems to facilitate achievement of excellence in occupational therapy
- help develop and conduct occupational therapy programs as required
- participate in professional activities, clinical meetings and supervision in conjunction with other Occupational Therapists and the Manager Women & Children's Health.
- maintain accurate records of assessment and treatment provided in clinical histories
- develop and maintain and update occupational therapy procedures
- maintain statistics in accordance with Djerriwarrh Health Services' policy
- consult with allied health assistant as appropriate with regard to treatment programs
- plan programs, where appropriate, to be implemented by the Allied Health Assistant
- participate in the planning and delivery of health promotion activities in conjunction with other occupational therapy and allied health staff
- participate in relevant meetings of Djerriwarrh Health Services
- submit written reports as required
- abide by policies and procedures of Djerriwarrh Health Services
- participate in Quality Improvement programs on a regular basis
- participate in Health and Safety programs as required, including staff education
- carry out all other duties as specified from time to time by either the Manager Women & Children's Health or Director Allied Health.

GENERAL POSITION REQUIREMENTS

Occupational health and Safety

Each employee has the right to a safe working environment and s/he should advise their Manager of any risk or condition likely to result in accident or injury. Each employee has the responsibility to ensure their own health and safety and to co-operate with DjHS's procedures as well as participating in appropriate safety education and evaluation activities. Djerriwarrh Health is a smokefree workplace.

Infection Control

Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. This minimisation can be most effectively achieved by all staff adhering to the procedures as set out in the organisation's Infection Control Manual.

Quality Improvement

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the relevant accreditation framework.

Workplace Harassment and Bullying

Djerriwarrh Health Services adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee must apply DjHS's procedures and participate in appropriate education and training.

DjHS' Standing Orders and Procedures

DjHS' Standing Orders and Procedures are fully set out in the Procedure manuals located throughout the organisation. It is the responsibility of each employee to familiarise themselves with these Manuals.

Confidentiality Policy

Each employee has a responsibility to comply with the organisation's Confidentiality procedure as it is a condition of employment. Any breach of the Confidentiality Procedure will result in disciplinary action and/or dismissal under the conditions of the Health Services Act (Vic).

PERFORMANCE REVIEW

A regular review will be conducted by the Manager Women & Children's Health and the Manager Allied Health Services, based on an assessment of a previously agreed Performance Development Plan.

Dated this day of

Occupational Therapist

Manager Women & Children's
Health

Director of Allied Health

KEY SELECTION CRITERIA

KSC 1

- tertiary qualifications in Occupational Therapy
- be eligible for membership to Occupational Therapy Australia
- satisfactory police check
- current driver's licence
- working with children check

KSC 2

- an interest in working within a paediatric setting
- competence in Paediatric OT services from age 0 – 16 years
- the ability to undertake assessments and advise appropriately on client management
- demonstrated ability to provide appropriate therapeutic intervention based on evidence based practice principles and specific client needs.
- ability to maintain accurate records and excellent report writing skills.
- the ability to develop and maintain effective service and referral relationships with agencies providing OT and associated services

KSC 3

- excellent verbal and non verbal communication skills
- excellent organisational, time management and negotiation skills
- well developed interpersonal skill and ability to work as part of a multidisciplinary team of health professionals
- a knowledge of Occupational Health and Safety, Equal Employment opportunity principles, infection control, and anti-discrimination principles.
- ability and willingness to participate in team activities
- commitment to continuous quality improvement.

KSC 4

- respect for and understanding of the client's (or the client's family/carer) right to informed choice, independence and determination of services required and delivered
- understand and respect cultural diversity and gender specific requirements
- an understanding of the requirements of the Health Records Act (2001), the Information Privacy Act (2000) and adhering to service procedures
- knowledge of OT Ethics and Code of Conduct