

Position Description

POSITION TITLE:	Occupational Therapist
DIVISION:	Allied Health
REPORT TO:	General Manager Allied Health
AWARD:	St Giles Allied Health Agreement 2010
CLASSIFICATION:	Professional Stream Level 1/2

Function

To provide Occupational Therapy services to paediatric and adult clients referred to St Giles Therapy Services.

Primary Tasks

- Manage a clinical caseload of clients requiring occupational therapy.
- Conduct assessments, and plan, implement and review intervention programmes for the needs of clients and their families.
- Maintain comprehensive and reliable reporting procedures in client clinical record.
- Manage caseload effectively using principles of workload prioritising, monitoring and time management
- Provide consultancy to families / carers and other related professionals.
- Develop and maintain regular, effective multidisciplinary consultation and collaboration regarding the ongoing care of clients.
- Provide information and education to clients, carers, other members of the health care team and other service providers as appropriate, about client needs.
- Liaise with Clinical Leader of Occupational Therapy in the implementation of quality service delivery programmes.
- Maintain accurate daily statistical data on client care and other areas as required.
- Maintain current clinical knowledge in Occupational Therapy and service delivery issues relating to caseload.
- Contribute to and participate in staff development programs.

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Level of Responsibility

- Responsible for working within the established framework of Occupational Therapy Services, including adherence with the policies and procedures of St Giles Society.
- Independent professional judgement to be exercised in normal professional work involving recognition and problem solving, and supervision to be available in management of cases where principles, procedures, techniques and methods require expansion, adaptation or modification.
- Difficult or novel, complex or critical work to be carried out under professional supervision.
- Assist with orientation and supervision of less experienced Occupational Therapists and general supervision of other personnel, where appropriate, including students.
- Attendance at inservice and departmental / centre meetings.

Direction/ Supervision Received

- Accountable to General Manager Allied Health.
- Responsible to Clinical Leader of Occupational Therapy.
- New graduates and staff new to a clinical area, to receive professional and clinical supervision from Clinical Leader of Occupational Therapist, this reducing to general professional guidance, and judged necessary.
- A probationary performance review is completed after six months and subsequent performance appraisal and development plan to be completed on an annual basis.

Qualifications/ Requirements

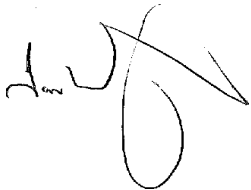
- A recognised degree in Occupational Therapy and eligibility for membership of Occupational Therapy Australia.
- Eligible for national registration through the Allied Health Practitioner Regulation Agency (AHPRA).
- Appropriate undergraduate and/or postgraduate clinical experience.
- Paediatric clinical experience and sound contemporary knowledge of paediatric Occupational Therapy theory and practice.
- Demonstrated interest in developing competencies in work areas associated with children with developmental delay and special needs.

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- Effective oral and written communication skills, including the ability to effectively negotiate.
- Proven ability and willingness to work in team situations
- Demonstrated initiative and adaptability, including abilities in time management and workload prioritising.
- Demonstrated commitment to continuing professional development and the ability to utilise professional supervision.
- Understanding of, and commitment to, continuous quality improvement, customer service and quality care in the workplace.
- Current driver's licence.

Signatures

Signed for and on behalf of the Organisation:



Approved: **Ian Wright**
Chief Executive

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____

Position: _____ Date: _____