

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>OCCUPATIONAL THERAPIST</b>		
<b>Industrial Instrument:</b>	Eastern Palliative Care Association Incorporated Allied Health Employees Enterprise Agreement 2020	<b>Department:</b>	Allied Health
<b>Responsible To:</b>	Manager-Allied Health and Volunteers	<b>Hours of Duty:</b>	As per contract
<b>Performance Appraisal:</b>	Regularly during the first six months and then annually at the anniversary of commencement	<b>Page 1 of 5</b>	

*Eastern Palliative Care Assoc. Inc. (EPC) delivers home-based care services to the eastern region of the Greater Melbourne area.*

*All staff and volunteers of EPC must demonstrate a commitment to our Code of Ethics, Code of Conduct and a willingness to work within the organisational Vision, Mission and Values.*

**Our Mission:** *EPC is privileged to care for and accompany the dying person and their caregivers in the final phase of life, upholding their dignity and respecting their spiritual, physical, emotional, cultural and social needs. Our care continues in the bereavement services that we offer caregivers and families.*

**Our Values:**

**Compassion** - *Empathy for others in their end of life experience by listening, accepting and actively responding to their needs*

**Dignity** - *Upholding the unique personality, situation and choices of people, valuing their lives in the face of death, and respecting their rights*

**Excellence** - *Delivering evidence based quality care, underpinned by ethical practice, research and leadership*

**Empowerment** - *Building trust with people, that puts them at the centre of decision-making and enables control and choices*

**Equity and Access:** *EPC is committed to equal opportunity, social justice, cultural diversity and social inclusion in community based palliative care. We recognise the value of diversity amongst staff and clients and we aim to create an inclusive work and health care environment free from discrimination and harassment. We also respect that different cultures, rights and practices exist within the community.*

### OCCUPATIONAL THERAPIST

*The Occupational Therapist provides home based assessments, case management and care coordination services that effectively support palliative care clients and those involved in their care to achieve their goals within an interdisciplinary team model. Usual working hours Monday to Friday. Clinical supervision is provided by the Occupational Therapist – Specialist Support. Operational Management is provided by Manager of Allied Health and Volunteers*

### Essential Education Qualifications/Competencies:

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- Bachelor Of Applied Science (Occupational Therapy) or Bachelor of Occupational Therapy
- Eligibility of membership with the Association of OT Australia
- Evidence of current registration with AHPRA
- Minimum of 3 years' experience.
- SWEP Registration.
- Well-developed interpersonal and written communication skills
- Ability to build relationships with all stakeholders
- Moderate Computer literacy (Microsoft suite)
- Current Victorian driver's licence, good driving record and willingness to use own vehicle in accordance with EPC Policy and Process
- Police Check and Working With Children Check

### Desirable Qualifications/Competencies:

1. Previous experience in palliative care or community health setting
2. Ability to work with a high level of independence and autonomy
3. High level organisation and time management skills

### Key Results Areas:

1. Commitment to quality, continuous improvement, occupational health & safety and risk management.
2. Ability to conduct Occupational Therapy Assessment, planning, intervention and evaluation.
3. Participate in, and contribute to, the interdisciplinary team.
4. Supervision
5. Use culturally appropriate intervention strategies for culturally and Linguistically Diverse clients (CALD).
6. Effective and efficient management of own workload to include indirect activities

<b>Key Result Area 1</b>	<b>Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management</b>
<b>Key Result Indicators</b>	<ol style="list-style-type: none"> <li>1.1 Take responsibility for own health and safety and that of others who may be affected by workplace conduct.</li> <li>1.2 Ensure that all hazardous conditions, injuries and near misses are reported immediately to the Quality Coordinator.</li> <li>1.3 Participate in meetings, training and other health and safety activities, and completes all mandatory competencies as deemed necessary by EPC.</li> <li>1.4 Foster and collaborate in the development and achievement of best practice and quality processes.</li> <li>1.5 Identify further training requirements within the Team</li> </ol>

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<b>Key Result Area 2</b>	<b>Ability to conduct Occupational Therapy assessment, planning, intervention and evaluation</b>
<b>Key Result Indicators</b>	<ul style="list-style-type: none"> <li>2.1 Conduct home based Occupational Therapy assessments of palliative clients and those involved in their care</li> <li>2.2 Assist clients, and their care providers, to identify their ongoing care needs and develop interventions to meet these needs</li> <li>2.3 Assess clients occupational therapy needs and requirements</li> <li>2.4 Respond to referrals within the specified timeframe</li> <li>2.5 Implement and evaluate an appropriate occupational therapy treatment program for clients.</li> <li>2.6 Record assessments, treatment progress and other relevant information in client file.</li> <li>2.7 Complete relevant client reports including funding applications and discharge summaries in a timely manner.</li> <li>2.8 Ability to advocate on behalf of clients, carers / families in a broad range of settings, including discharge planning</li> <li>2.9 Refer clients and their carers to programs within EPC, and facilitate referrals to relevant external service providers as needed</li> <li>2.10 Participate and contribute to the interdisciplinary client review meetings and handover.</li> </ul>
<b>Key Result Area 3</b>	<b>Participate in, and contribute to, the interdisciplinary team</b>
<b>Key Result Indicators</b>	<ul style="list-style-type: none"> <li>3.1 Demonstrate ability to communicate clearly with colleagues, both verbally and via the PalCare record.</li> <li>3.2 Willingness to share knowledge, resources and expertise within the Team and undertake joint visits with colleagues as needed</li> <li>3.3 Respond to immediate issues in relation to clients when required.</li> <li>3.4 Accept responsibility for planning various activities and leading the Reflection on Team Day along with other colleagues.</li> <li>3.5 Positively contribute to the maintenance of an environment that promotes integrity, respect, safety and security for all individuals within the Team and wider organisation.</li> </ul>
<b>Key Result Area 4</b>	<b>Supervision</b>
<b>Key Result Indicators</b>	<ul style="list-style-type: none"> <li>4.1 Allocation of tasks to client resource coordinator and oversee their activity.</li> <li>4.2 Participate in and/or coordinating the management of the equipment program</li> <li>4.3 Supervision of Occupational Therapy student/s</li> </ul>
<b>Key Result Area 5</b>	<b>Use culturally appropriate intervention strategies for Culturally and Linguistically Diverse clients (CALD)</b>
<b>Key Result Indicators</b>	<ul style="list-style-type: none"> <li>5.1 Demonstrate an ability to work respectfully with people from all cultures.</li> <li>5.2 Demonstrate awareness of the relationship between culture, beliefs and health-seeking behaviour.</li> </ul>

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	<p>5.3 Develop effective working relationships with CALD service providers and community groups, and make referrals as appropriate.</p> <p>5.4 Demonstrate knowledge of culturally appropriate resources and how to access them.</p> <p>5.5 Demonstrate ability to work effectively with interpreter services</p>
<b>Key Result Area 6</b>	<b>Effective and efficient management of own workload to include indirect activities</b>
<b>Key Result Indicators</b>	<p>6.1 Complete clinical records in a timely, professional manner that meets statistical reporting requirements</p> <p>6.2 Recognise opportunities for the development of research and quality initiatives including new service programs</p> <p>6.3 Actively participate in supporting internal and external committees</p> <p>6.4 Contribute to the regular revision of written resource material</p> <p>6.5 Accept responsibility for the supervision of tertiary students as delegated by the Manager Allied Health and Volunteers</p> <p>6.6 Able to review own work performance, identify learning needs and access opportunities for development via performance appraisals</p> <p>6.7 Willingness to contribute to own professional development via individual and group supervision, Team Days, Forums and other training opportunities</p> <p>6.8 Effective and efficient management of own workload inclusive of indirect activities.</p> <p>6.9 Other duties as directed</p>
<b>Agreement:</b>	<b>I have read, understood and agree to comply with this job description.</b>
	<b>Name:</b>
	<b>Signature:</b>
	<b>Date:</b>

**Date Reviewed: November 2017**

**Industrial Instrument Updated: February 2021**