

POSITION DESCRIPTION

Position Title	Occupational Therapist (Women's Mental Health)
Reports to (Title)	Senior Psychologist (Women's Mental Health Allied Health Lead) (professional reporting – Head of Occupational Therapy)
Group Director/ Chief	Chief of Health Operations
Department	Allied Health
Position Location	Hopetoun
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	

Position Summary & Role Purpose

The Occupational Therapist works alongside the multi-disciplinary team to provide clinical occupational therapy services to clients, whilst ensuring practice is in accordance to the Occupational Therapy Australia Code of Ethics and Cabrini Health policies and guidelines.

The Occupational Therapist is expected to work independently and demonstrate a specialist level of knowledge and depth of experience. The Occupational Therapist is expected to initiate and participate in teaching, training, research and quality activities, to supervise assistants and supervise and mentor other hospital staff.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Demonstrates strong, current clinical knowledge and skills and applies this to contribute to supporting individuals and teams in clinical practice.
- Leads and contributes to undergraduate student programs and training.
- Leads and develops staff within the team.
- Acts as a role model for staff in promoting professional values and ethics.
- Represents the profession either clinically or in relation to service development as require.
- Initiates and participates in working parties, committees and internal forums at a discipline and divisional level as required.
- Contributes to the development of systems and processes, including policies and procedures, and encourages participation of other staff in this process.
- Contributes to research via publication or presentation at internal and external forums.
- Responsible for the updating and development of Occupational Therapy related documents, in conjunction with other staff (e.g. assessments forms, handouts).

- Triage and case allocation of Occupational Therapy referrals to ensure patients/clients are seen within a timely manner.
- Productivity expectations are facilitated through regular monitoring of caseloads and communication with the multidisciplinary team to ensure all goals of care are met.

1.2 Operational Responsibilities

- Provision of an Occupational Therapy treatment in accordance with the required responsibilities of the role with a mental health service environment.
- Completion of comprehensive patient assessment (e.g. assessment of personal care, domestic and community ADLs, assessment of the home environment, cognitive and functional physical assessment as required).
- Provision of a comprehensive treatment intervention and appropriate progression treatment to match goals to manage complex patients.
- In conjunction with the Head of Occupational Therapy, Chief of Mental Health and other multidisciplinary team members, develops processes for the evaluation of both inpatient, day patient and community Occupational Therapy programs.
- Patients/clients plans and outcomes are regularly monitored through attendance at and participation in multi-disciplinary team meetings.
- Strives for high satisfaction levels of patients/clients and external agencies.
- Responsible for completing appropriate administrative duties. This requires liaison with the administration team, reporting of statistical data and completion of progress notes, transfer of care plans and discharge summaries, providing written and verbal reports as required.
- Demonstrates strong communication and interpersonal skills.
- Referrals to external agencies are initiated in a timely manner.
- Uses an evidence-based, problem solving approach to clinical care and service development.
- Demonstrates consolidated, current knowledge of research, evidence based practice in Occupational Therapy and related clinical areas.
- Acts as a clinical consultant for the discipline and within the specialty.
- Is required to exercise independent professional judgment on routine matters. They may require direct professional supervision from more senior staff when performing novel, complex or critical tasks.
- Participates as a valued team member promoting and contributing to a supportive team environment.
- Communicates effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication.
- Participates in, contributes to and implements quality improvement and risk management into all aspects of service.
- Undertakes other duties as directed.
- Participates, supports and promotes self and staff participation in social outreach and advocacy programs, other community programs and initiatives where appropriate to do so.

1.3 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

1.4 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

Organisational Relationships

- Reports directly to the **Senior Psychologist (Women's Mental Health Allied Health Lead)**
- Reports professionally to the Head of Occupational Therapy
- Maintains a close collaborative working relationship with broader Women's Mental Health team

Committee Membership

The Occupational Therapist will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the **Chief of Mental Health / Senior Psychologist (Women's Mental Health Allied Health Lead)**

Staff Development

The Occupational Therapist will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Occupational Therapist must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Tertiary qualification in Occupational Therapy

Registration

- Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Knowledge and Experience

- Demonstrated clinical experience and leadership in a specialised area of clinical practice within a healthcare and disability care setting.
- Demonstrable ability to undertake professional supervision and/or mentor junior staff and to promote professional competence and growth in staff.
- Demonstrated ability to develop evidence based and innovative clinical practices.
- Demonstrated ability to initiate and conduct quality improvement activities.
- Ability to work in various locations as operationally if required e.g. inpatient program delivery, day programs delivery and if required in a community home-based setting.
- Ability to work in various locations as operationally required if employed in a Community Services setting.
- Demonstrate understanding of a variety of both public and private funding arrangements.

Desirable

- Current Drivers Licence.
- Eligible for Medicare Provider Number.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver

- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

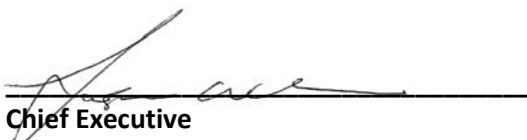
APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Approved: 
Group Director, People & Culture

19 April 2021
Date

Authorised: 
Chief Executive

19 April 2021
Date