



The Society of Saint Hilarion Inc
AGED CARE

Position Description

JD29 OCCUPATIONAL THERAPIST		Version Created Revised Next Review Due	3 Jan. 2014 Sept 2017 Sept 2019
Main Objective of Position:	The Occupational Therapist provides services to residents in residential aged care to maximise function, independence and quality of life. The position is also responsible for the organisation's manual handling program.		
Position Reports to:	Director of Major Initiatives and Innovation		
Staff Supervised/Direct Reports:	N/A		
Site:	Position is based at Seaton but will also provide services at Fulham.		
Special Conditions:	<ul style="list-style-type: none"> • Travel from site to site is required. • Some after hours work may be required. • Must have current SA Driver's Licence. • Must have current Police Clearance Certificate. • Maintain and protect the confidentiality of resident and Society information at all times. • Must abide by and support the aims, objectives and policies of The Society of Saint Hilarion Inc. Aged Care. 		
Applicable Award or Enterprise Agreement:	Health Professionals and Support Services 2010 Award		
Status of Appointment:	Permanent Full Time		
Review:	Annual Performance Review at anniversary date.		

Position Responsibilities

Key Responsibilities	Key Performance Indicators
Physiotherapy Services <ul style="list-style-type: none"> • Undertakes functional assessments of residents to determine capabilities and ACFI classification. • Undertakes treatments as required. • Assesses manual handling and transferring requirements for all residents and works with nursing staff to include manual handling requirements within care plans. • Assists the Clinical Nurse Consultant with the development of resident care plans. • Develops mobility plans for all residents and oversees the implementation of the plans. • Regularly reviews the mobility plans for all residents. • Assesses residents' needs for mobility aids and equipment and then completes the "prescription" for these items in accordance with organisational policy. 	<ul style="list-style-type: none"> • Resident assessments completed in required timeframes. • No negative validations of ACFI assessments relating to Physiotherapy assessments or treatments.

<ul style="list-style-type: none"> • Works with residents and staff to optimise residents' access to lifestyle programs. • Ensures all required documentation is completed and accurately maintained. • Ensuring equipment is well maintained and in good working order. 	
Staff Education and Professional Development <ul style="list-style-type: none"> • Assists as required with the education and mandatory training program. • Participates in ongoing education programs and seeks to update and maintain own skills and knowledge. 	<ul style="list-style-type: none"> • Completion of Annual Mandatory training.
Manual Handling Program <ul style="list-style-type: none"> • Coordinates the organisation's manual handling program for both staff and residents which includes staff training and competency assessments. 	<ul style="list-style-type: none"> • 90% staff completed mandatory manual handling training each year.
Communication and Customer Service <ul style="list-style-type: none"> • Communicate with internal and external customers in a professional and courteous manner. • Deliver excellent customer service. • Attend staff meetings as required. 	<ul style="list-style-type: none"> • Positive feedback from staff, residents and residents' family members.
Aged Care Accreditation Standards, Quality & Risk Management <ul style="list-style-type: none"> • Identify, implement and evaluate opportunities for continuous improvement. • Adhere to all organisational policies and procedures. • Collaborate with Clinical Nurse Consultant to develop and implement systems to ensure the smooth operation of the Allied Health Services. • Actively participate in the organisation's risk management strategy. 	<ul style="list-style-type: none"> • Active involvement in at least 2 continuous improvement projects per year
Resource Management <ul style="list-style-type: none"> • Continuously identify and report opportunities for efficiencies and cost savings. 	
Work Health and Safety <ul style="list-style-type: none"> • Be familiar with and adhere to the Work Health and Safety Act 2012, Regulations, Codes of Practices and organisations policies and procedures in relation to health work and safety. • Exercising "due diligence" to ensure that the organisation complies with the health and safety duties. 	
Other duties as directed by the Director of Care Services as negotiated.	

Person Specification

Essential Characteristics	Desirable Characteristics
Qualifications <ul style="list-style-type: none"> • Degree in Occupational Therapy, • Registration with APHRA, • Current National Police Clearance Certificate. 	Qualifications <ul style="list-style-type: none"> • Post graduate qualifications in aged care. • Certificate IV in workplace training and assessment.
Experience <ul style="list-style-type: none"> • Experience as an Occupational Therapist in an aged care setting. • Experience in the use of adaptive equipment and appliances. 	Experience
Knowledge <ul style="list-style-type: none"> • Knowledge of the Aged Care Accreditation Standards and Principles. • Comprehensive knowledge of ACFI. • Knowledge of Dementia Specific needs and services. • Possess a good knowledge of current issues relating to aged care. • Knowledge of Work Health and Safety Legislation and Codes of Practice. 	Knowledge <ul style="list-style-type: none"> • Knowledge of the Community Care standards and principles and quality review system. • Knowledge of the Day Therapy Program Guidelines 1997.
Skills <ul style="list-style-type: none"> • Excellent communication skills. • Ability to produce clear, timely and concise documentation. • Ability to resolve conflict situations and solve problems. • Strong sense of customer service. • Highly developed presentation skills. • Ability to plan work, establish priorities and delegate effectively. • Proven ability to work independently. • Competency in the use of MS Office Suite. 	Skills <ul style="list-style-type: none"> • Italian Speaking

I acknowledge this document as a true and accurate description of the role I have accepted:

Employee Name: _____

Employee Signature: _____

Date: _____ / _____ / _____

Manager Name (approved to offer position): _____

Manager Signature: _____

Date: _____ / _____ / _____