

CHSP Occupational Therapist

Directorate	Department
Connected Communities	Community Access and Support
Position No	Enterprise Agreement Classification
CSH01A	Band 6
Reports To:	Direct Reports
Coordinator Allied Health	Nil

What we trust you to deliver

Reporting to and working in collaboration with Coordinator Allied Health, this position provides Occupational Therapy services to clients within the Knox municipality referred via the My Aged Care (MAC) Commonwealth Home Support Programme (CHSP). The role involves developing, actioning and reviewing person-centred, goal-directed care plans and working within a Wellness and Reablement approach to promote client ability to maximise their independence and remain living safely at home and within the community.

What you will need to thrive

- Demonstrated knowledge and understanding of the My Aged Care Commonwealth Home Support Programme and the Wellness and Reablement approach.
- Demonstrated understanding of, and sensitivity to, the support needs of older people living at home, and their carers/significant others, including the needs of diverse groups such as people from culturally and linguistically diverse backgrounds and people living with dementia.
- Experience of effectively engaging clients holistically to ascertain their goals and develop care plans that empower clients to achieve them.
- Demonstrated experience and skills in the provision of Occupational Therapy services within a community-based area of practice, in particular assessment and prescription of home modifications and assistive equipment.
- Demonstrated ability to work both autonomously and collaboratively.
- Demonstrated ability to manage and prioritise a variety of tasks within the role, including independently managing own caseload.
- Excellent computer and technology skills, including use of standard office software and consumer databases.
- Commitment to displaying the organisation's values.

What success looks like

1. Delivery of home-based clinical OT assessments and interventions to My Aged Care (MAC) clients referred by Aged Care Assessment Service (ACAS) and Regional Assessment Service (RAS).
2. Perform assessments of older people's occupational performance and participation, level of function, home and/or community environments, and suitability for assistive equipment.
3. Develop clear and concise clinical and routine correspondences/reports in a professional manner and to organisational standards.
4. Develop, implement and review person-centred, goal-directed care plans with a focus on enablement and potential interventions to restore, improve or maintain older people's independent functioning and wellbeing.
5. Complete all required clinical documentation in a timely and accurate manner in accordance with organisational standards.

6. Work congruently with the Australian Health Practitioner Regulation Agency Codes of Conduct, the Australian Occupational Therapy Competency Standards and the Aged Care Quality and Safety Commission Standards frameworks and expectations.
7. Support the Allied Health Administration Officer with intake tasks and day to day tasks.
8. Actively participate in Council’s approach to performance, development and review process ROADmap. Your ROADmap is the opportunity to bring your whole self to work through celebrating your talents and strengths and supporting your performance and development.
9. This role may also be required to carry out other such duties as are within the limits of the employee’s skills competence and training.

The expertise you bring (including qualifications and experience)

- Bachelor of Occupational Therapy or equivalent Occupational Therapy Degree
- Grade 2 Occupational Therapist level equivalent, with minimum three years of clinical experience
- Occupational Therapy Australia membership (highly desirable)

Key competencies

Communicates effectively	Customer focus	Action oriented	Decision quality
Self development	Values difference	Interpersonal savvy	Tech savvy

OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.

Who you will work with:

Internal:	External:
<ul style="list-style-type: none"> • Coordinator Allied Health (Occupational Therapist) • Allied Health Administration Officer • Community Access and Support Department Staff 	<ul style="list-style-type: none"> • Consumers and Carers • Home Modifications and Home Maintenance contractor • Department of Health (Commonwealth) for Commonwealth Home Support Programme (CHSP), My Aged Care (MAC) and the Aged Care Quality and Safety Commission • Other Local Government providers of CHSP funded programs • Community Agencies with a relationship to Knox City Council CHSP and other Aged Care programs

Accountability and extent of authority

- Specialist Occupational Therapy advice or regulate clients - freedom to act is subject to regulations and policies, and regular supervision; effect of actions taken on individual clients may be significant, but usually subject to appeal or review.
- Formal input into policy development within the area of expertise and/or management.
- Regular liaison and collaboration with members of the Allied Health team and, where appropriate, broader Community Access and Support team.

- Responsible for providing appropriate clinical Occupational Therapy service as delegated by Coordinator Allied Health within established timelines.
- Responsible for adhering to relevant audit and accreditation processes and ensuring team adherence to quality practices and continuous improvement.
- All reporting and communication activities to follow the established processes and protocols of Council.

Judgement & Decision Making

- Work is usually specialised – with methods and procedures developed from theory or precedent
- Problem solving may involve application of these techniques to new situations
- Guidance and advice is usually available
- Authority to make informed and effective decision to resolve problems and issues on matters relating to the day to day operation of the service, having regard to relevant legislation, policies, standards and guidelines.
- Identify and report to the Coordinator Allied Health and/or Manager Community Access and Support situations that place staff member, client or community member at significant risk within a timely and appropriate manner, as well as issues which may impact the operation and/or reputation of Council's Occupational Therapy Services.
- Judgements about service allocation and provision are made within Council's policies and State and Commonwealth government funding guidelines.

Specialist Skills and Knowledge

- Proficient in the application of Occupational Therapy clinical practice with older people, including frail aged and those with chronic disease.
- Experience and skills in delivery of aged services in community settings.
- Understanding of long term unit goals and policies of unit and wider organisation
- Familiar with technology, standard office software, and client management software.
- Experience in working within legislative and quality frameworks.

Management skills

- Strong skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to creating a culture of respect and collaboration
- Implement effective risk management strategies.
- Communicate and delegate effectively.
- Implement Occupational Health & Safety risk assessments and risk mitigation strategies.

Interpersonal Skills

- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Be able to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other teams in their own organisation to resolve intra-organisational problems.
- Establish and maintain effective relationships with clients and their carers/significant others, internal and external service providers or contractors.
- Sound communication skills that ensures accurate understanding of a situation and ability to clear articulate agreed upon actions
- Communicate in a respectful and compassionate manner with the ability to be empathetic in complex situations.
- Deliver presentations in a professional manner.
- Give and receive constructive and honest feedback.
- Explain reasons behind own decisions, actions and consequences.
- Work both autonomously and within a team environment.
- Be a positive and authentic team member, demonstrating genuine commitment to the provision of clinical service.

Inherent Requirements

The inherent requirements of the role are provided in the job advertisement as well as on Council's [Recruiting and Selecting for Excellence](#) page.

Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	ID Verification Check	COVID19 vaccination certificate or immunisation history
Reference Check	AU Entitlement to Work	Qualification Verification
Current Victorian Drivers Licence	Working with Children Check	First Aid/CPR Certificate
AHPRA Registration		

About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold



Do what is right (not what is easy)

THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website www.knox.vic.gov.au for more information about Knox City Council.