

# Employee Position Description

Key Position Information			
Job Title Occupational Therapist		Reports To [Position Title] Support Services Manager	
Department Name ALS - Allied Health		Department Code	Cost Centre 051-2340
Work Area [Shared Services, Operations]		Work Area Code	Initial Work Location Various
Enterprise Agreement [EA] <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Enterprise Agreement SCHADS		Classification [per EA]
Incumbent		Job Description <input checked="" type="checkbox"/> New <input type="checkbox"/> Updated	Date Effective

## Primary Purpose of Job

Why does the job exist? This statement should encapsulate the overall significance of the job from Jewish Care’s point of view.

The position is responsible for delivering specific allied Health services across community sites, with a focus on independence and healthy ageing. The skills and knowledge required will be aligned to the relevant discipline role.

Dimensions			
Direct Reports 0	Indirect Reports 0	Budget Financial Responsibility \$TBA	Delegated Financial Authority \$TBA

Role Balance		
<b>People</b> – <u>percentage</u> of time getting things done through others	<b>Scheduling</b> – <u>percentage</u> of time planning, coordinating	<b>Technical</b> – <u>percentage</u> of time delivering based on knowledge and skills

Key Result Area (KRA)	Key Accountabilities and Responsibilities <i>Accountable = “The buck stops here”    Responsible = “The doer”</i>
Jewish Care Values	<ul style="list-style-type: none"> <li>Acts consistently in accordance with Jewish Care values, challenge practices inconsistent with these values and uses values as a basis for managing relationships and decision making</li> <li>Adhere to the organisation’s practice and behavioural guidelines in relation to the appropriate treatment of children</li> <li>Adhere to the organisation’s Code of Conduct</li> <li>Report any suspicions, concerns, allegations or disclosures of alleged abuse to management</li> </ul>
“Healthy Ageing” perspective	<ul style="list-style-type: none"> <li>Assessment of clients and development of individual intervention plans, comprising one-on-one and group programs in line with a “Healthy Ageing” perspective</li> <li>Regular review and progression of individuals physiotherapy plans, and discharge planning as appropriate</li> <li>Prescription of gait aids or other equipment where appropriate</li> </ul>

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Organisational skills	<ul style="list-style-type: none"> <li>• Demonstrate efficient time management and professional responsibility</li> <li>• Maintain and update departmental client files with accurate and high quality documentation.</li> <li>• Ability to organise and meet the Key Performance Indicators:                             <ul style="list-style-type: none"> <li>- All clients have an initial assessment to tailor treatment to their needs and goals.</li> <li>- All clients have an appropriate individual care plan.</li> <li>- All clients are reviewed at a period deemed appropriate by the therapist and suitable outcome measures are used.</li> <li>- Client records are kept accurate by timely and appropriate documentation in both paper notes and CIM.</li> <li>- Informal supervision of exercise leaders and allied health assistants is carried out on a daily basis.</li> <li>- Occupational therapy, medical and other appropriate allied health students are supervised, as the requirements of the service allows.</li> <li>- Attendance at operational supervision.</li> <li>- Development of effective relationships with key stakeholders;</li> <li>- Compliance with Jewish Care values, policies and procedures</li> </ul> </li> </ul>		
Collaborative engagement and processes	<ul style="list-style-type: none"> <li>• Engage in consultative and collaborative processes</li> <li>• Demonstrate and strengthen effective conflict resolution and negotiation skills</li> <li>• Participate in supervision with the Therapies Team Leader</li> <li>• Contribute to the interdisciplinary team work to ensure high quality coordinated services are provided in collaboration with client and family/carers.</li> <li>• Communicate client outcomes through attendance at relevant clinical/team meetings and documentation in the client data base.</li> <li>• Supervision of Allied Health Assistants/Exercise Leaders/students.</li> <li>• Promote independence and functional abilities for residential and community clients, with a strong emphasis on health promotion.</li> <li>• Active involvement in continuous quality improvement.</li> <li>• Promotion and understanding of cultural diversity in care services</li> <li>• Demonstrate and strengthen effective verbal, non-verbal and written communication within healthy Ageing, the organisation and the profession</li> <li>• Work as a multidisciplinary team member and participate in informal and formal communication with the rest of the team</li> </ul>		
Customer Service	<ul style="list-style-type: none"> <li>• Provide excellence in support and care at all times</li> <li>• Provide customer focused service underpinned by the principles of Choice, Accessibility, Partnership, Independence, Evidence Based, Advocacy and Diversity</li> </ul>		

Corporate Accountabilities and Responsibilities	
Team Member	<ul style="list-style-type: none"> <li>- Perform work safely and complete tasks on time, on budget and in accordance with expectations</li> <li>- Concentrate and collaborate</li> <li>- Question, debate review with leader and peers</li> <li>- Develop career goals and initiate career conversations with next up manager</li> </ul>
OHS	<ul style="list-style-type: none"> <li>- Be pro-active in caring for the health and safety of all people within our work environment</li> </ul>

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	<ul style="list-style-type: none"> <li>- Ensure all appropriate actions are taken to implement Jewish Care OHS processes, procedures, work instructions, training, and legislative requirements</li> <li>- Demonstrate initiative in implementing actions that facilitate the continuous improvement of OHS within Jewish Care</li> </ul>
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Key Relationships	
<b>Internal</b>	Active Living Centre Allied Health Colleagues Support Coordinators Support Advisors Customer Contact Centre
<b>External</b>	My Aged Care External Home Care Package Providers Primary Health Networks Local Hospital Network Regional Assessment Services Aged Care Assessment Team (Service)

Values	
Commitment to Jewish Care values and philosophy, and capacity to engage with the broader community in demonstrating these values:	
<b><i>Derech Eretz:</i> Respect</b>	Through client services and program excellence, we treat everyone with consideration and decency and will always act for the good of society.
<b><i>Kehilla:</i> Community</b>	Working together to strengthen our community, to build and support the capacity and resilience of individuals and families.
<b><i>Hachlala:</i> Inclusion</b>	We embrace diversity and work together for a just and equitable society.
<b><i>Achrayoot Chevratit:</i> Social Responsibility</b>	Behaving ethically, with sensitivity and acting in the best interests of all.

Role Required Capabilities	
<b>Skills</b> (the technical skills to do the job at a high level of accomplishment)	<ul style="list-style-type: none"> <li>• Proven proficiency in the use and application of Word, Excel and PowerPoint</li> <li>• Highly developed communication skills</li> <li>• Demonstrated ability to work collaboratively and as part of a team</li> <li>• Proven ability to manage complex care issues</li> </ul>

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<b>Knowledge &amp; Qualifications</b> (the specific qualifications required and knowledge fields are ideally required of the incumbent)	<ul style="list-style-type: none"><li>• Degree in Physiotherapy</li><li>• Registration with the Australian Health Practitioners Regulation Agency (AHPRA)</li></ul>
<b>Experience</b> (the scope of work experiences the incumbent ideally should have gained - including environment, timeframe and context)	<ul style="list-style-type: none"><li>• Demonstrated experience and well developed clinical skills in physiotherapy within aged care, either community or residential setting.</li><li>• Development of effective relationships with key stakeholders</li></ul>
<b>Wisdom</b> (the sensitive tasks that require good judgement)	<ul style="list-style-type: none"><li>• Understanding of (or willingness to learn) the specific requirements of the needs of a Jewish Not-for-Profit organisation</li></ul>
<b>Valuing</b> (the type of work someone undertaking this role would need to value)	<ul style="list-style-type: none"><li>• Demonstrate and upholds the Jewish Care Values, Vision and Mission at all times</li></ul>
<b>Pre-Requisites</b>	<ul style="list-style-type: none"><li>• Australian Police Check</li><li>• International Police Check (where relevant)</li><li>• Working with Children Check (if required)</li><li>• Disability Worker Check (if required)</li><li>• Commitment to providing professional and safe services to all residents and clients, including children and young people</li><li>• Commitment to creating an environment to ensure our clients are safe and free of abuse, neglect, violence and preventable injury</li><li>• Unrestricted right to work in Australia (Visa evidence required)</li></ul>

## Employee Acknowledgement

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

**A signed copy of the position description must be returned to:  
People & Culture at 619 St Kilda Road, Melbourne VIC 3004 or [HR@jewishcare.org.au](mailto:HR@jewishcare.org.au)**



Jewish Care proudly celebrates and warmly welcomes the rich diversity of our community and strives to be inclusive for all, including the LGBTI+ community.