

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Occupational Therapist
Position Number:	504907
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing - Statewide Mental Health Services
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Team Leader - Adult Community Mental Health Services
Effective Date:	September 2016
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Occupational Board of Australia</p> <p>Registered with the Occupational Therapy Board of Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Holds, or is progressing towards, relevant postgraduate qualifications</p> <p>Current Driver's Licence</p>

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As part of a multidisciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Senior Occupational Therapist will:

- Ensure the quality of clinical Occupational Therapy services in Adult Community Mental Health Services (ACMHS) through professional accountability, supervision and participation.
- Take a lead in ongoing service development and intersectoral liaison.
- Be responsible for the operation of Occupational Therapy services within ACMHS.
- Provide specialist Occupational Therapy assessment, treatment and case management services to clients of the region's ACMHS, utilising evidence-based, best practice principles within a collaborative and multidisciplinary framework.
- Participate in the provision of strategic direction, development of policies, and the delivery and evaluation of Occupational Therapy services across the continuum of care.
- Act as a consultant to other agencies with regards to the support and management of clients with mental health needs and promote community awareness in relation to mental health.

Duties:

1. Responsible for the management and supervision of Occupational Therapists employed in the region for ACMHS, including providing high level guidance on Occupational Therapy treatment and case management and coordinating peer review programs.
2. Provide comprehensive, evidence based clinical assessment, treatment and recovery focused interventions and clinical case-management services for clients.
3. Develop and implement group programs, community education sessions and formal reports as required.
4. Participate in the recruitment process for Occupational Therapists within the region, including the coordination of Occupational Therapy student placements, orientation and teaching activities within ACMHS.
5. Participate in ongoing quality assurance programs including assisting with research and/or development projects.
6. Conduct Performance and Development Agreements (PDAs) for Occupational Therapists in collaboration with the Team Leader.
7. Ensure requisite professional development for Occupational Therapists is provided and accessed and appropriate records are maintained.
8. Provide professional advice to the Occupational Therapist Discipline Lead (or delegate) and Regional Management on matters relating to the provision of Occupational Therapy services, policy and protocols, decision-making processes, new techniques and workforce planning within Mental Health Services.
9. Contribute to effective functioning of the multidisciplinary ACMHS and provide high level clinical Occupational Therapy advice in regional forums as required.
10. Develop protocols and guidelines to facilitate best practice standards of care and professional service delivery within regional areas.

11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Clinically and professionally accountable to the Team Leader - Adult Community Mental Health Services for Occupational Therapy services provided to clients within ACMHS.
- The occupant is expected to exercise independent professional judgement in providing specialist clinical services with professional and clinical supervision provided by the relevant Senior Clinician in Mental Health Service and/or to the Discipline Lead - Occupational Therapy or their delegate.
- The service will be in accordance with the Occupational Therapy Board of Australia Regulations and Competency Standards, National Standards of Practice for Mental Health Services workers, code of ethics Occupational Therapy Australia Ltd (OTA) and Mental Health Act relating to an Authorised Officer.
- Responsible for the provision of Occupational Therapy services pertaining to novel, complex and critical cases.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty

2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. At least five year's post-graduate Occupational Therapy experience, including extensive experience and comprehensive knowledge of Occupational Therapy theory and practice as it applies to a variety of service delivery settings, with at least two years' experience in an area directly applicable to mental health.
2. Extensive Occupational Therapy knowledge and experience in assessment, treatment, assertive case management, and counselling. Proven ability to exercise a high degree of independent professional judgment and to take a leadership role in undertaking complex assessments and developing treatment plans for adults with major mental health problems.
3. Demonstrated ability to develop, implement and evaluate policies, protocols and procedures, advise on appropriate changes, and ensure the most effective utilisation of occupational therapy resources to meet the needs of the region.
4. Ability to develop and implement quality assurance programs including the demonstrated capacity to provide supervision in accordance with the Occupational Therapy Board of Australia.
5. Highly developed interpersonal, communication and conflict resolution skills with the ability to liaise and consult with other services and agencies in a professional manner and provide specialised mental health assessment, advice and training.
6. An understanding of relevant legislation, including the Mental Health Act, Workplace Diversity Guidelines, Freedom of Information, Work Health and Safety and relevant statutory requirements, and Discipline Codes of Ethics and Professional Practice.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).