

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Diversional Therapist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 5
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Primary Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Relevant Manager
<b>Effective Date:</b>	November 2014
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

*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 a member of a multidisciplinary health care team and in accordance with primary health care principles, the Diversional Therapist will:

- Assist in the planning, delivery and evaluation of quality diversional therapy activities for a specified client group within a community health care setting.
- Promote access and client involvement by participating in applicable community-based activities.

## Duties:

1. In consultation with the multidisciplinary team members and clients, plan and develop individual and group diversional therapy activity programs.
2. Organise a range of functionally appropriate activities for clients which both stimulate active participation and encourage clients to initiate their own activities.
3. Generate and distribute activity plans to multidisciplinary team members.
4. Liaise with all members of the multidisciplinary team to support the delivery of diversional therapy activities.
5. Report client health changes which require timely and appropriate professional intervention to the appropriate member of the multidisciplinary team.
6. In consultation with other team members, health professionals, clients and their family members and/or carers, participate in evaluating program effectiveness.
7. Maintain client profiles including records of attendance and written progress reports, as required.
8. Participate in health promotion and community development activities that are associated with client groups.
9. Participate in staff development activities.
10. 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 and related training.
11. 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:

Reporting to the relevant Manager, the Diversional Therapist is responsible for providing a variety of activities to meet the identified needs and abilities of the specified client group. This includes:

- Maintaining knowledge of current diversional therapy activity practices to support the effective planning, delivery and evaluation of activities.
- Exercising judgment, initiative and discretion whilst maintaining client confidentiality and privacy at all times.
- Performing all allocated tasks in accordance with established procedures, policies and protocols including Work Health and Safety principals.
- 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:

1. 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. Demonstrated practical experience in working with specific client groups including frail aged and people with disabilities together with relevant qualifications or preparedness to undertake study in an appropriate course relating to diversional therapy.
2. Effective communication and interpersonal skills and the demonstrated ability to develop and maintain effective relationships with a diverse range of stakeholders including clients, their families and/or carers and members of the community.
3. Demonstrated ability in planning and implementing a variety of appropriate diversional therapy activities which require the application of independent judgment, initiative and discretion.
4. Demonstrated ability to work effectively both individually and as a member of a multidisciplinary team.
5. Knowledge of and ability to comply with Work Health and Safety legislation, policy and procedures.

## 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 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](#).