

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Occupational Therapist
<b>Position Number:</b>	512552
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health & Wellbeing – Statewide Mental Health Services Forensic Mental Health Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Nurse Unit Manager (NUM) - Wilfred Lopes Centre
<b>Effective Date:</b>	March 2017
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registered with the Occupational Therapy Board of Australia  <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>
<b>Desirable Requirements:</b>	Current Driver's Licence
<b>Position Features:</b>	Intrastate travel may be required

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:

In accordance with primary health care principles, Agency policy and direction, legal requirements and professional competencies, undertake the delivery of quality patient and client care services, based on best practice principles and within a collaborative and multidisciplinary framework.

## Duties:

1. Provide a comprehensive clinical service through assessment, case management and individual therapies with clients of the Forensic Mental Health Service.
2. Provide specialist rehabilitation Occupational Therapy treatment and services to patients within the Wilfred Lopes Centre and Community Forensic Mental Health service, and the Risdon Prison Complex as required, including the design, development, implementation and evaluation of specialised treatment programs.
3. Assist with the integration into the community of released clients through consultation and liaison with the Community Forensic Mental Health Teams.
4. Prepare formal reports for Community Corrections, Parole Board, Classification Board and Courts, Forensic Mental Health Tribunal, and Mental Health Tribunal as required.
5. Work within the multidisciplinary team and participate in case management reviews to ensure continuity of client care.
6. Assist with and participate in the formulation, implementation and evaluation of quality improvement, risk management, ethical research activities and other strategies consistent with best practice.
7. Provide consultation to mental health professionals and other agencies regarding Occupational Therapy assessment and management of forensic cases.
8. Actively contribute and participate in the formulation and delivery of education programs for patients, clients, relatives, health professionals and the broader community to promote awareness of mental health issues for individuals within the criminal justice system.
9. Participate in supervision, peer review and continuing professional development, including accreditation activities.
10. Supervise Occupational Therapy students, other students and staff as required.
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 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:

- Accepts accountability and responsibility for own practice. Maintains own professional development through accreditation activities and participation in relevant staff development activities.
- Provides direct/indirect client care in accordance with policies and procedures of the practice setting and within the scope of practice.
- Exercises reasonable care in the performance of duties consistent with the Work Health and Safety (WH&S) legislation.

- Line management to be provided by the Nurse Unit Manager (NUM) - Wilfred Lopes Centre.
- Clinical guidance from the Specialty Director, Forensic Mental Health Services.
- Professional accountability to the Specialty Director, Forensic Mental Health Services.
- 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 knowledge in assessment, counselling, crisis intervention, clinical and ongoing case management in a range of mental health work settings, and an understanding of risk issues and risk management within a forensic setting.
2. Demonstrated knowledge of contemporary Occupational Therapy mental health practice and the use of occupational models of intervention.
3. Proven interpersonal communication skills, including the ability to work collaboratively within a multidisciplinary setting.
4. Demonstrated knowledge and experience in quality improvement and ethical research activities.
5. Demonstrated knowledge of WH&S legislation and codes of practice.
6. Demonstrated knowledge of and ability to apply legal requirements including the *Tasmanian Mental Health Act 2013*, the *Criminal Justice (Mental Impairment Act) 1999* and the *Sentencing Act 1997*, or the ability to acquire the same.

## 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](#).