

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Occupational Therapy Assistant
<b>Position Number:</b>	520030
<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 – Mersey Community Hospital Occupational Therapy
<b>Position Type:</b>	Permanent, Part Time
<b>Location:</b>	North West
<b>Reports to:</b>	Manager, Occupational Therapy Services/NWCES
<b>Effective Date:</b>	September 2010
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Current Tasmanian Working with Children Registration.</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>
<b>Desirable Requirements:</b>	<p>Certificate IV in Health Service Assistance (Allied Health Assistance) or equivalent qualification.</p> <p>Current Driver's Licence.</p>
<b>Position Features:</b>	Whilst the role is predominantly based at the Mersey Community Hospital, it is expected that the incumbent will travel within the North West Region of Tasmania as required. Travel throughout the state may also be necessary at times.

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:

- To provide support to Occupational Therapists in the provision of clinical services to clients of the Occupational Therapy Department.
- To exercise initiative and independent judgement in undertaking these tasks under the general supervision of Occupational Therapists.

## Duties:

1. Assist in planning and implementation of treatment programs for referred patients under the broad direction of an Occupational Therapist as well as evaluation of patient progress, communication of treatment outcomes to the therapist and where necessary documentation in the patient's medical progress notes.
2. Assist therapists and other therapy assistants with preparation for and treatment of patients including transportation of patients to and from treatment areas and in the provision of home assessments as required.
3. Construct, repair or adapt patient aids as directed by the therapist.
4. Provide administrative support to the department including answering telephones, directing client's enquiries appropriately, photocopying, collecting mail, managing faxes, retrieval and tracking of medical records, ordering and maintenance of the consumable stores.
5. Provide clerical support including but not limited to; data entry, recording of statistics, word processing, and generating correspondence.
6. Prepare and maintain the therapy environment including equipment and loan stocks, ensuring that optimal physical condition is always maintained and reporting damage or faults to the senior therapist.
7. Cleaning of Occupational Therapy resources including therapy mats, treatment media, and splinting equipment.
8. Participate and contribute to staff meetings, ongoing education, performance development agreements, and the orientation of new staff.
9. 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.
10. 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:

- Responsible for the quality of own work and assist with the orientation and or skill development of other staff as required.
- Responsible for patient safety during treatment including recognition of changes in patient's condition and reporting those observations to the therapist.
- Exercises reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Provides labour in an efficient, effective, and safe manner.

- Works under general direction from the Departmental Manager with respect to policy and procedural matters and under general/supervision from the therapists with respect to day-to-day duties.
- Champions 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, exercises 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.
- Complies 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. Ability to demonstrate appropriate skills and competencies for a therapy assistant within a hospital or community health setting.
2. Ability to exercise initiative, independent judgement, and flexibility, and carry out safe working practices whilst within a multi-disciplinary team.
3. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish a rapport with a wide range of people including people with a disability.
4. Demonstrated ability to use computer database and word processing systems, facsimile and photocopier, or ability to acquire same.
5. Good time management skills and the ability to organise daily workload.
6. Ability to apply safe manual handling techniques and infection prevention and control measures relevant to the role.

## 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 | Tasmanian Department of Health](#)