

## Statement of Duties

<b>Position Title:</b> Senior Occupational Therapist – Child & Adolescent Mental Health Services (CAMHS)	<b>Position Number:</b> 516251	<b>Effective Date:</b> July 2020
<b>Group:</b> Community, Mental Health and Wellbeing		
<b>Section:</b> Statewide Mental Health Services – Child and Adolescent Mental Health Services	<b>Location:</b> South	
<b>Award:</b> Allied Health Professionals (Tasmanian State Service) Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> 4	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Team Leader – Child and Adolescent Mental Health Services		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

As part of a multi-disciplinary team delivering high quality mental health services and in accordance with Mental Health service principles, the National Safety and Quality Health Service standards, Agency policy, legal requirements and relevant professional competencies, the Senior Occupational Therapist:

- provides specialist Occupational Therapy assessment, treatment and assertive case management to CAMHS clients, utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework.
- assists the Director Allied Health – Mental Health Services South to ensure the quality of Occupational Therapy in CAMHS through the implementation of the model of professional accountability and supervision and participation.
- acts as a consultant to other agencies with regard to the support and management of infants, children and adolescents with mental health needs and promote awareness in relation to mental health of this cohort.
- takes a lead role in ongoing service development and intersectoral liaison, as part of the CAMHS Leader Consultancy Group.
- provides support to Occupational Therapists within the team and students of Occupational Therapy.
- participates in the review of service delivery planning for the team and provides input into determining service delivery priorities.

### Duties:

- I. Provide comprehensive, evidence based clinical assessment, treatment and assertive case management service, including the development and implementation of specialist treatment

programs, group programs, community education and the provision of specialist Occupational Therapy interventions as required.

2. Assist the Team Leader CAMHS and Director Allied Health – Mental Health Services South as required to implement the model of professional supervision for Occupational Therapists employed within CAMHS, including the coordination of peer supervision programs, students and less experienced staff as required.
3. Provide expert Occupational Therapy advice in regional and state forums as required.
4. Participate in the development and implementation of clinical guidelines and processes based on evidence of best practice in Occupational Therapy.
5. Maintain accurate records and provide accurate reports and statistics as required.
6. Undertake and participate in approved research including the evaluation of CAMHS programs undertaken by Occupational Therapy and/or other staff as required.
7. Undertake the provision of a specialist mental health assessment and case management role, using recognised assessment methods and evidence-based interventions, for an allocated case load and provide specialist clinical and administrative input to the multidisciplinary team.
8. Provide professional input into Professional Development Agreements (PDA's) for CAMHS Occupational Therapists and ensure requisite professional development is provided and appropriate documentation and records are maintained.
9. Actively participate in and contribute to the organisations Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can be expected to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications, and experience normally expected from persons occupying jobs at this classification level.

### **Scope of Work Performed:**

Under the broad administrative and clinical direction of the Team Leader – CAMHS and Director Allied Health – Mental Health Services South, the Senior Occupational Therapist – CAMHS will:

- be responsible for formally supervising staff and maintaining the Code of Ethics in accordance with the guidelines specified by the Occupational Therapy Board of Australia.
- be operationally and clinically accountable to the Team Leader and Clinical Lead. The Director Allied Health Mental Health Services South will provide professional support as required.
- be responsible for being aware of and working within all Tasmanian Health Service and Mental Health Service policies, procedures and legislation affecting the duties of this position including confidentiality, Equal Employment Opportunity and Work Health & Safety (WH&S) guidelines; and ensure appropriate actions are taken when risks are identified or reported.
- provide support to all staff to meet their WH&S responsibilities and provide advice and assistance to the Team Leader – CAMHS and Director Allied Health – Mental Health Services South to meet obligations and minimise WH&S risks.

- be responsible for recognising and maintaining one's own professional development.
- comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Registered with the Occupational Therapy Board of Australia.
- Current Tasmanian Working with Children Check.
- 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.

### **Desirable Requirements:**

- Expertise in child and adolescent mental health.
- Current Driver's Licence.

### **Selection Criteria:**

1. A minimum of five years post graduate Occupational Therapy experience, with extensive experience, knowledge and understanding of mental health issues in relation to infants, children and adolescents and their families/carers.
2. Advanced knowledge, experience and skills in specialised CAMHS and Occupational Therapy specific assessment and the formulation and provision of treatment to infants, children, adolescents and their families consistent with best-practice models.
3. Extensive experience and knowledge of effective liaison and consultation with other services and agencies in the context of providing specialised mental health assessment, advice and training.
4. Demonstrated high level of interpersonal, teamwork and advocacy skills together with the ability to effectively communicate, consult, liaise, negotiate, provide training and work cooperatively within a multidisciplinary team and broader service system.
5. Demonstrated leadership skills including the demonstrated capacity to provide supervision to other Occupational Therapists; inspire a positive attitude towards work, value the diversity of the team; and support others to succeed. This includes providing direction to

and consideration regarding the wider context of the work environment to enable harmony and productivity.

6. Demonstrated ability to maintain professional skills; accept and further develop constructive feedback; and adopt a solutions-based approach to issues and obstacles whilst working within an environment subject to work pressure and change.
7. Familiarity with current legal and ethical issues in mental health, including a working knowledge of the Mental Health Act and the Occupational Therapy Board of Australia's Code of Ethics and Professional Practice Standards.
8. Demonstrated knowledge, experience and commitment to continuing quality and safety improvement, evidence-based activity and commitment to participate in research and student education.

### **Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* DoH and THS have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director - HR Management and Strategy or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* DoH and THS Officers and employees are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.