

Position	Occupational Therapist
Classification	AHP2
Division	Mental Health Services
Department / Section / Unit / Ward	Marion Acute
Role reports to	Operationally: > Team Manager Professionally: > Senior Occupational Therapist
CHRIS 21 Position Number M54771	Role Created / Review Date 01/01/2020
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Occupational Therapist undertakes clinical care coordination for consumers actively engaged in occupational therapy as part of the multi-disciplinary team within the Specialist Community Mental Health Service. The Occupational Therapist is responsible for the delivery of a range of clinical activities, including mental health and psychosocial assessments, risk assessments, treatment and care planning, therapeutic interventions, occupational therapy specific assessments and interventions, advocacy and liaison with other community service providers.

Responsible to the allocated Consultant Psychiatrist or delegate for implementing the Treatment and Care Plan developed by the mThe Occupational Therapist undertakes clinical care coordination for consumers actively engaged in occupational therapy as part of the multi-disciplinary team within the Specialist Community Mental Health Service. The Occupational Therapist is responsible for the delivery of a range of clinical activities, including mental health and psychosocial assessments, risk assessments, treatment and care planning, therapeutic interventions, occupational therapy specific assessments and interventions, advocacy and liaison with other community service providers.

Responsible to the allocated Consultant Psychiatrist or delegate for implementing the Treatment and Care Plan developed by the multidisciplinary team and the consumer.

Accountable to the Senior Occupational Therapist and Principal Occupational Therapist for their professional practice and to act within their own scope of practice and legal frameworks.

Applies specialised expertise to the development, delivery and continuous improvement of quality clinical work and provides discipline specific assessments, interventions and a consultancy service to the team.

Works collaboratively with consumers and families/carers and may liaise closely with a network of government and non-government organisations with the aim of maximising wellbeing, assisting stabilisation of mental health, rehabilitation, and building functional capacity for self-management.

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Works collaboratively with consumers and families/carers and may liaise closely with a network of government and non-government organisations with the aim of maximising wellbeing, assisting stabilisation of mental health, rehabilitation, and building functional capacity for self-management.

Direct Reports: (List positions reporting directly to this position)

> Nil

Key Relationships / Interactions:**Internal:**

- > Accountable to the Team Manager for operational purposes.
- > Accountable to the Principal Occupational Therapist for professional practice.
- > Accepts direction from the Head of Unit in care planning when diagnostic ambiguity and conflicting clinical opinion are affecting ongoing consumer care.
- > Receives professional supervision from an AHP3 Occupational Therapist.
- > Maintains close collaborative working relationships with the multi-disciplinary team

External:

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the consumer and family/carer groups.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working with individuals where there are multiple complexities and diverse cultural backgrounds.
- > Working with individuals, that require comprehensive risk assessment of both psychiatric and physical risk.
- > Remaining informed on and contributing to reforms and strategic plans relevant to the mental health sector and aged care sector
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately.
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.
- > Working in a dynamic team, which continues to change, grow and develop, and requires clinicians to take on multiple roles/duties, and manage their time and wellbeing effectively.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas

associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Required to comply with the SA Health credentialing policy, SALHN credentialing procedure and meet credentialing requirements.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
 - > Must possess a current unrestricted South Australian drivers licence and be willing to drive.
 - > Is required to travel between locations and work within a consumer's own environment within the metropolitan region.
 - > Some out of hours work may be required.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > Developing, implementing and evaluating a range of social, work, recreation, living skills and individual programs, relevant to consumers' needs, which assist consumers to develop skills for community living. > Providing or arranging services which develop the consumers' skills for living, enhance capacity for independence and increase social and occupational functioning > Developing graded skills acquisition interventions utilising rehabilitation principles > Undertaking discipline specific assessments and planning positive outcome-focussed interventions, and where possible monitor the progress made. > Providing occupational therapy consultation and assistance to other service providers including non-government organisations to meet the mental health care needs of the consumer. > Enhancing the self-management, developmental capacities and environmental mastery of consumers. > Educating and enabling consumers to develop the necessary skills for successful community living in their environment. > Supporting consumers in acquiring and maintaining safe, secure and affordable housing; > Supporting consumers in structuring their day and in accessing appropriate educational, vocational and recreational services; > Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities. > Linking and co-ordinating an appropriate range of resources and specialist and general services within and across Sectors. > Advocating and negotiating on behalf of the consumer with relevant groups/organisations
Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets	<ul style="list-style-type: none"> > Assisting with the developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program. > Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.
Enhance Occupational Therapy skills and resources	<ul style="list-style-type: none"> > Undertaking occupational therapy quality improvement activities as directed by management and the Principal Occupational Therapist. > Providing supervision of Occupational Therapy students during clinical placements. > Participating in relevant professional development activities, keeping in line with continuing professional development requirements
Contribute to the provision of high quality clinical services to consumers	<ul style="list-style-type: none"> > Undertaking a clinical case load under reduced clinical supervision and providing individual care coordination to consumers with complex and specialised needs. > Apply professional judgement when undertaking assessments and planning outcome-focussed interventions with each consumer within a case load to facilitate goal attainment, independence and discharge planning. > Providing consultation and occupational therapy knowledge to meet the mental health care needs of the consumers in the team. > Requesting the assistance of other disciplines when necessary, to contribute to the consumer's care plan. > Offering specialist group, or individual interventions according to own knowledge base and individual skill, as determined by service/team requirements.

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	<ul style="list-style-type: none"> > Undertaking discipline specific assessments and interventions. > Working assertively with families and carers by: > ensuring that family and carer input is recognised and their needs addressed. > offering opportunities to be involved in program planning. > taking into account social and cultural diversities to ensure access to and utilisation of culturally specific services. > Ensuring practice is in accordance with the Mental Health Act 2009, National Mental Health Strategy and UN Principles on the Protection of People with a Mental Illness and improvement in mental health care, and professional discipline code of conduct. > Meets the Australian Minimum Competency Standards for New graduate Occupational Therapists 2010, the Australian Competency Standards for Occupational Therapists in Mental Health 1999 and the National Practice Standards for the Mental Health Workforce 2013.
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.
Promote cooperation, teamwork and consumer involvement	<ul style="list-style-type: none"> > Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community. > Participating in communication forums with staff, consumers, their families and carers. > Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships. > Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback.
Contribute to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education	<ul style="list-style-type: none"> > Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area. > Provide support, supervision and training Occupational Therapy students and graduates > Participating as a member of the Occupational Therapy disciplinary group and SALHN MH OT meetings. > Contributing to research initiatives relevant to mental health occupational therapy practice.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia

Personal Abilities/Aptitudes/Skills

- > Ability to provide occupational therapy assessments, work within a rehabilitation framework and develop and implement occupational therapy interventions for consumers within the team and area.
- > Must be highly motivated and have the ability to engage with consumers who have high service needs.
- > Ability to undertake comprehensive assessment skills including, consumer needs analysis, assessment skills in mental state and risk assessment.
- > Ability to work collaboratively with all key stake holder to design individual service plans and coordinate comprehensive service provision including rehabilitation programs from a psychosocial perspective, for consumers who have enduring and complex needs
- > Ability to understand the value systems and cultural differences of people from diverse backgrounds.
- > Ability to work collaboratively and cohesively with consumers, carers, other agencies, community services and the multi-disciplinary team.
- > Ability to effectively and efficiently manage time and other resources.
- > Effective written and verbal communication skills and ability to express complex ideas succinctly and logically.
- > Commitment to engage in supervision and ongoing professional development
- > Risk management
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Experience in a multidisciplinary team environment in mental health.
- > Experience in the provision of Mental Health Occupational Therapy assessments and interventions.
- > Experience in the collaborative development, implementation and monitoring of planned interventions for consumers with complex mental health needs.
- > Extensive experience in development and maintenance of therapeutic working relationships with consumers with complex needs and their carers.
- > Experience in collaborative development, implementation and monitoring of planned interventions for consumers with complex living skill needs.
- > Successful participation in a multidisciplinary team environment.
- > Experience in the development of group programs based on needs analysis and evidence based practice.
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of relevant Acts and legislation pertaining to own profession.
- > Knowledge of the comprehensive individualised needs of consumers with high and complex mental health needs.
- > A sound knowledge of a range of OT interventions, assessments, group work, theories and techniques, including those derived from the Model of Human Occupation

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > Negotiating skills in collaborative planning, implementation and evaluation of treatment programs

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Clinical experience within a community mental health service
- > Experience in accessing, liaising with, monitoring and evaluation community resources and community projects.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of current psychiatric diagnostic and classification systems and assessment tools.
- > Knowledge of current psychiatric medications and management, including medication side effects and drugs of abuse.
- > Knowledge of community resources, formal and informal, relevant to those having enduring and severe mental disorder and disability.
- > Knowledge of the South Australian Mental Health Act and the Guardianship and Administration Act.

Educational/Vocational Qualifications

- > Relevant undergraduate or post-graduate qualifications specific to clinical practice in the area of Mental Health Occupational Therapy practice.

Other Details

- > NA

Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network
	> Southern Adelaide Local Health Network
	> Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network
	> Yorke and Northern Local Health Network
	> Flinders and Upper North Local Health Network
	> Riverland Mallee Coorong Local Health Network
	> Eyre and Far North Local Health Network
	> South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)

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Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

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Role Acceptance

I have read and understand the responsibilities associated with the Occupational Therapist in the Mental Health Service and organisational context and the values of SA Health as described within this document.

Name

Signature

Date