

## Statement of Duties

<b>Position Title:</b> Diversional Therapy Assistant	<b>Position Number:</b> Generic	<b>Effective Date:</b> August 2014
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Primary Health North West		
<b>Section:</b> Day Centres North West Mersey and Day Centres North West Hellyer	<b>Location:</b> North West	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> 5	<b>Classification:</b> Health Services Officer	
<b>Reports To:</b> Adult Day Centre Coordinator/Diversional Therapist		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Within a Primary Health Care framework and in accordance with Agency and Organisational policies and legal requirements the Diversional Therapy Assistant will provide support for, and assist, the Adult Day Centre (ADC) Coordinator/Diversional Therapist by undertaking a range of duties involved with planning and implementing individual client care, activities and group programs.

### Duties:

1. Work with the ADC Coordinator/Diversional Therapist, clients, their carers and relevant health professionals to identify client care needs, and assist in the meeting of these needs during day centre sessions.
2. Plan and organise relevant activities for ADC clients.
3. Implement health promoting programs, following individual assessment and development of a written care plan by the ADC Coordinator/Diversional Therapist, in consultation with the client.
4. Provide verbal and written reports to the ADC Coordinator/Diversional Therapist relating to care plan exceptions, variations and client incidents.
5. Participate in health promotion activities targeting ADC client groups in conjunction with other primary health care providers as appropriate.
6. Participate in activities pertaining to professional development, quality improvement, performance review and development, Work Health and Safety (WH&S) and infection control.
7. Actively participate in and contribute to the organisation's 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.

8. 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 jobs at this classification level.

**Scope of Work Performed:**

- Responsible for the timely and accurate completion of routine tasks, working with minimal supervision under the direction of the ADC Coordinator/Diversional Therapist as part of a cohesive and efficient multidisciplinary team.
- Provide care in a professional manner, ensuring a high standard of service delivery whilst recognising own limitations and seeking assistance where necessary.
- Work collaboratively with clients and members of the health team, attend meetings, provide written reports as required and participate in quality improvement activities.
- Responsible for maintaining confidentiality of information gained in the course of undertaking this position.
- Exercise reasonable care in the performance of duties consistent with WH&S legislation and guidelines.
- Comply at all times with THS policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

**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.*

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:**

- Certificate IV in Leisure and Lifestyle.
- A current First Aid Certificate.
- Current Driver's Licence.

**Selection Criteria:**

1. Holds or is working towards a Certificate III in Aged Care or Certificate III in Home and Community Care or equivalent together with demonstrated knowledge and practical experience working with frail aged people and persons with disabilities and/or complex and chronic illnesses and their carers within a community setting.
2. Effective communication and interpersonal skills, and the ability to readily establish rapport with clients and carers/families.
3. Demonstrated ability to maintain appropriate administrative records ensuring confidentiality and discretion at all times.
4. Demonstrated ability to work with minimal supervision, and to work harmoniously as a member of a team, with well-developed organisational and time management skills and the ability to prioritise workload.

**Working Environment:**

- Central Coast Adult Day Centre, Water Street, Ulverstone; and/or
- Latrobe Adult Day Centre, Hamilton Street, Latrobe; and/or
- Wynyard Adult Day Centre, Little Goldie Street, Wynyard.

The Department of Health and Human Services (DHHS) 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*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:* The Department of Health and Human Services and Tasmanian Health Service 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 Director HR Management and Strategy or to the Manager Internal Audit. DHHS 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. DHHS and the 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 DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service 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:* Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service 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:* The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.