

Statement of Duties

Position Title: Diversional Therapist	Position Number: Generic	Effective Date: November 2014
Group and Business Unit: Tasmanian Health Service (THS) – Primary Health North		
Section: Various	Location: North	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent/Fixed Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: 5	Classification: Health Services Officer	
Reports To: Relevant Manager		
Check Type: Annulled	Check Frequency: Pre Employment	

Focus of Duties:

As a member of a multidisciplinary health care team and in accordance with primary health care principles, the Diversional Therapist will:

- assist in the planning, delivery and evaluation of quality diversional therapy activities for a specified client group within a community health care setting.
- promote access and client involvement by participating in applicable community-based activities.

Duties:

1. In consultation with the multidisciplinary team members and clients, plan and develop individual and group diversional therapy activity programs.
2. Organise a range of functionally appropriate activities for clients which both stimulate active participation and encourage clients to initiate their own activities.
3. Generate and distribute activity plans to multidisciplinary team members.
4. Liaise with all members of the multidisciplinary team to support the delivery of diversional therapy activities.
5. Report client health changes which require timely and appropriate professional intervention to the appropriate member of the multidisciplinary team.
6. In consultation with other team members, health professionals, clients and their family members and/or carers, participate in evaluating program effectiveness.
7. Maintain client profiles including records of attendance and written progress reports, as required.
8. Participate in health promotion and community development activities that are associated with client groups.

9. Participate in staff development activities.
10. 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.
11. 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:

Reporting to the relevant Manager, the Diversional Therapist is responsible for providing a variety of activities to meet the identified needs and abilities of the specified client group. This includes:

- Maintaining knowledge of current diversional therapy activity practices to support the effective planning, delivery and evaluation of activities.
- Exercising judgment, initiative and discretion whilst maintaining client confidentiality and privacy at all times.
- Performing all allocated tasks in accordance with established procedures, policies and protocols including Work Health and Safety principals.
- Complying at all times with THS 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.

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 practical experience in working with specific client groups including frail aged and people with disabilities together with relevant qualifications or preparedness to undertake study in an appropriate course relating to diversional therapy.
2. Effective communication and interpersonal skills and the demonstrated ability to develop and maintain effective relationships with a diverse range of stakeholders including clients, their families and/or carers and members of the community.
3. Demonstrated ability in planning and implementing a variety of appropriate diversional therapy activities which require the application of independent judgment, initiative and discretion.
4. Demonstrated ability to work effectively both individually and as a member of a multidisciplinary team.
5. Knowledge of and ability to comply with Work Health and Safety legislation, policy and procedures.

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 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 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. 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) with the Department of Health 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 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 the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.