

Position Description

POSITION DETAILS

Position Title	Allied Health Professional- Occupational Therapist
Functional Unit	Residential services
Nominated Supervisor	Residential Service Manager & Senior Physiotherapist
Relevant EBA/Award	Health Professionals & Support Services Award 2010
Classification Level	Grade 2
Date of Review	1 September 2021

VILLA MARIA CATHOLIC HOMES

Here at VMCH, our services are as diverse as the people we support.

Our values underpin the work we do. As a Catholic not for profit organisation, compassion, respect and inclusion aren't just words to us, they guide us in everything we do.

While we've been around for over a century, we're always moving forward. Always staying true to who we are by supporting people and families to live their best lives; providing a place to call home and spaces to learn and grow.

Our professional, compassionate and highly skilled staff are with you on your life journey; helping you with a wide range of support from specialist education, disability services, affordable homes, retirement living, at-home aged care and residential aged care.

OUR VALUES

- **Respect:** We recognise and respect the dignity and uniqueness of each person.
- **Compassion:** We truly care and are always open to the needs of others.
- **Integrity:** We are honest and transparent in all our dealings and accountable for all our actions.
- **Collaboration and partnerships:** We empower people, realise potential and maximise the outcomes from our work.
- **Inclusion:** We are welcoming, inclusive and responsive in our hospitality and services.
- **Stewardship:** We value the resources for which we are responsible, and commit to their effective and efficient use, to achieve our Mission.

POSITION PURPOSE

The allied health professional - occupational therapist will be responsible for providing best practice allied health services for residents residing in VMCH Residential Aged Care Services. The allied health professional will work in partnership with nursing and care staff, in collaboration with residents and/or families, and in accordance with the vision, mission and values of VMCH.

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POSITION RESPONSIBILITIES

Your role

The role will entail the provision of manual handling training, assessment of the resident's mobility and equipment, falls review and prevention, participation and contributions to the evaluation and analysis of allied health professional related guidelines, as well as implementation of the pain management program in accordance with ACFI.

Your responsibilities will include:

Primary Objectives

- Assessment and design of exercise program for residents to improve or maintain current level of physical function.
- Design and implementation of individualised pain management programs to suit the resident's needs in accordance with ACFI.
- Complete and document Residents' mobility assessment at admission and at regular ongoing intervals.
- Prescription and review of residents' equipment to maximise their independence and safety on admission and as required (i.e. such as post falls, hospital discharge, etc.)
- Communicate effectively with the residents as well as all VMCH staff members.
- Ensure assessment and documentation entries are completed to the highest standards of accuracy and in a timely manner on paper and/or via electronic iCare documentation system.
- Provision of relevant documentation to support ACFI funding requirements and accreditation standards.
- Enabling residents to have choice and flexibility in their care and support residents in decision making.
- Being responsive to residents' customs, beliefs and background.
- Protect the rights of the resident, including confidentiality, privacy, individual choice and decision-making.
- Advocate on behalf of the resident with all members of the health care team.
- Provide staff training with respect to falls prevention, pain management, manual handling and other topics as required.
- Supervision and supporting the junior staff on a regular basis.
- Participate and contribute to the evaluation and analysis of guidelines, policies and procedures applicable to professional and clinical work.

Workplace Health & Safety

- Working with the team to strive for best practice in provision of a safe workplace for all.
- Ensuring staff members complete the required manual handling training and ensure compliance with the manual handling procedure.
- Maintain an up to date knowledge of the operation and care of all physiotherapy equipment onsite
- Working with relevant team members to identify hazardous manual handling tasks
- Develop and implement strategies to manage hazardous manual handling tasks in consultation with the Senior Physiotherapist.

Quality improvement:

- Demonstrated commitment to best practice and continuous improvement in all aspects of service delivery.

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- Regularly participate in quality activities and identify opportunities for resident care and initiate areas of best practice that enhances positive resident outcomes.
- Foster an environment of continuous improvement as part of everyday practice.

Compliance:

- Ensure compliance with Government and Organisational documentation and reporting requirements of the VMCH Allied Health and Nursing division.
- Ensure incidents are reported and documented as per VMCH Risk Management Policy.
- Ensure compliance with all relevant standards, legislation and regulations with particular emphasis on OH&S obligations and report any concerns to the Residential Services Manager.
- Utilise and ensure compliance with contemporary principles including workplace health and safety, equal employment, opportunity, information privacy and antidiscrimination requirements.
- Understands and complies with VMCH policies, procedures and guidelines on a continuous basis and ensure risks are appropriately managed.

Performance Management & Development:

- Positively participate in supervision and an annual performance appraisal with the relevant supervisors in respect of ongoing work performance, new work objectives and any training or development needs.
- Maintain a current awareness of industry trends, government policy and directions for relevant services.
- Actively seek opportunities to reflect and learn in order to improve practice.
- To identify, both independently and in consultation with the relevant supervisors, professional development needs and opportunities.

Other requirements:

- Work collaboratively with VMCH team members, across various business units, to ensure achievement of organisational goals and the efficient delivery of clinical services.
- Foster a culture where all staff are valued, utilize their different skills and readily seek support from others.
- Perform other duties, within the scope of the position, as reasonably required.

KEY SELECTION CRITERIA

Essential

1. Bachelor of appropriate Allied Health degree (Occupational Therapy) with current AHPRA registration.
2. Demonstrated expertise in mobility assessment and the ability to design appropriate treatment programs for each allocated resident, ensuring the delivery of the program as planned.
3. Professional written, oral and verbal communication skills
4. Computer literacy
5. Demonstrated ability to effectively liaise with managers, residents, clinical and administration staff
6. Demonstrated ability to work independently and within a team
7. Demonstrated commitment to cultural diversity, equal employment opportunity and workplace health and safety appropriate to the level of the appointment
8. Demonstrated awareness of the organisation's vision, mission and values

- 9. Current National Police Check Certificate
- 10. Williness to travel across regions where services are required
- 11. Current valid Victorian Driver’s Licence

Desirable

- 12. Demonstrated experience and knowledge in the field of Aged Care and Rehabilitation.
- 13. Demonstrated experience and knowledge with ACFI and accreditation