

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Occupational Therapy Assistant
Position Number:	515971
Classification:	Health Services Officer Level 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Wilfred Lopes Centre
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Nurse Unit Manager (NUM) - Wilfred Lopes Centre
Effective Date:	February 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Current Driver's Licence
Position Features:	<p>The position will work within a forensic setting at the WLC and requires all staff to be alert to any matter concerning the security of patients, staff and the Wilfred Lopes Centre (WLC)</p> <p>The occupant is expected to comply with all security practices and procedures of the WLC including biometric identification</p>

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

In accordance with mental health care standards, Agency policy and direction, legal and ethical requirements and professional competencies, the Occupational Therapy Assistant:

- Assists in the provision of rehabilitation services, based on best practice principles and within a collaborative and multidisciplinary framework.
- Participates in the development and revision of organisational documentation and policies and procedures.
- Contribute to a learning environment, through continuing education, training and professional development.

Duties:

1. Assist the Occupational Therapist in the planning and implementation of treatment programs which includes:
 - preparation of equipment for use;
 - evaluation of patient progress;
 - communication of treatment outcomes; and
 - documenting and reporting on patient progress.
2. Participate in case management reviews to ensure continuity of care, as required.
3. Assist with, and participate in, the formulation and delivery of education programs for patients, relatives, health professionals and the broader community.
4. Promote awareness of mental health issues for individuals within the criminal justice system.
5. Participate in patient behaviour management, including control and restraint, in accordance with authorised practices of the Wilfred Lopes Centre (WLC) and Agency guidelines.
6. Participate in continuing professional development including accreditation activities.
7. Undertake all training required to work within a Forensic Mental Health inpatient setting.
8. Contribute to workplace communication process by participating in team meetings and committees that enhance the function of the WLC.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. 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 positions at this classification level.

Key Accountabilities and Responsibilities:

As a member of the WLC's multidisciplinary team and under the direction of the Nurse Unit Manager (NUM) - WLC, the Occupational Therapy Assistant works collaboratively with other health care providers, patients and their families and/or carers in the delivery of occupational therapy programs. In doing so the incumbent will:

- Be responsible for the social and individual health and wellbeing of clients, staff and volunteers working within the WLC, including occasions where programs are conducted in community settings.
- Exercise initiative and independent judgement in the performance of clinical duties while receiving general day-to-day supervision, direction and support from the Occupational Therapist.
- Provide a safe physical and emotional environment by exercising reasonable care in the performance of all duties whilst complying with security policies, procedures, legislation and common law.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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 capacity to work with people with mental illness and knowledge of, or the demonstrated ability to acquire knowledge of, resources and services available to support people with mental illness in the broader community.
2. Demonstrated ability to support the prompt and efficient therapy service including an understanding of client rehabilitation needs, client-centred practices and the principles of maintaining appropriate therapeutic relationships with clients.
3. Well-developed communication and interpersonal skills, including the demonstrated ability to work collaboratively within a multidisciplinary setting and effectively relate to patients in a respectful, sensitive and confidential manner.
4. Demonstrated capability to make sound decisions based on consideration of the situation and alternatives available, including understanding and implementation of standards to ensure compliance with Work Health & Safety legislation requirements.
5. Demonstrated ability to use computer data base and word processing systems, together with good time management skills and the ability to organise daily workload.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).