

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Occupational Therapist – Integration Hub
Position Number:	526442
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Acute Care Stream – Integration Hub
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Manager - Peacock
Effective Date:	November 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Occupational Therapy Board of Australia.

**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 if a registration/licence is revoked, cancelled or has its conditions altered.*

NB. 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:

As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Services principles, National Mental Health Standards, Agency policies, legal requirements and relevant professional competencies, the Occupational Therapist – Integration Hub will provide:

- Day to day oversight of the service, with a particular focus on optimising outcomes for attendees, their families, carers and friends.
- Effective day to day supervision and support of the Peer Workers working within the Integration Hub.
- Ongoing leadership, direction and change management to support overall service development and compliance with the endorsed Operational Service Model.
- Specialist assessments and brief interventions to individual service users as required.
- Co-ordination and support to community sector organisations providing sessions within the Integration Hub or in partnership with the Integration Hub including oversight of service agreements as required.

Duties:

1. Actively contribute to the culture, leadership and day to day management of the Integration Hub to ensure individuals attending the service are able to access the range of services they require to both deal with any immediate concerns and promote their ongoing independence and recovery and overall physical and mental health.
2. Provide ongoing support and education to Integration Hub Peer Workers as required including providing regular opportunities for debriefing.
3. Support consumers, and families/friends, as experts and leaders of their own care
4. Actively uphold a culture of hope by using optimistic language, supporting people and celebrating people's recovery efforts.
5. Assist the Peer Workers to engage with service attendees to undertake initial assessments and develop linked recovery plans as required.
6. Build relationships across mental health and community sector organisations to support the function and ongoing development of the Integration Hub.
7. Actively liaise with a broad range of current and potential future community sector partners including the oversight of service agreements as required to maintain a vibrant and relevant program
8. Provide a triage function, ensuring people who require more clinical support have access to an escalated level of care as required.
9. Act as an Authorised Officer under the Mental Health Act when required.
10. Seek qualitative feedback and collect data as required to allow service performance to be evaluated and adjustments made as needed to enhance outcomes for service users.
11. Promote a research culture by identifying, supporting and developing appropriate opportunities for staff to participate in approved research activities, and to maintain and apply knowledge of contemporary evidence-based practice.

12. 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 and related training.
13. 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:

The Occupational Therapist within the Integration Hub will:

- Practice in accordance with all relevant codes and guidelines applicable to the profession.
- Operate with a high level of professional independence in overseeing the day to day operations and broader development of the service, with guidance, supervision and support from the Manager - Peacock Centre as required.
- Accept accountability and responsibility for the provision of quality individualised outcomes for individuals attending the service.
- Maintain their own professional development needs as well as contributing to performance development for other staff as required.
- 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 leadership skills and proven ability to manage and coordinate the day to day activities and individual care provided by a small specialist community-based team
2. Demonstrated high level knowledge in relation to the principles of recovery and client centred care and a proven ability to provide a range of assessments and specialist treatments and brief interventions.
3. Ability to undertake ongoing risk assessments and effectively manage the outcomes from these assessments, including escalating care when required.
4. Able to display adaptability and flexibility and independently and safely practise in a changing and at times pressured environment
5. Proven high level interpersonal skills including oral and written communication, negotiation, conflict resolution and decision making, and ensuring consumers receive information in an appropriate and accessible format
6. Commitment to and proven ability in working collaboratively and effectively with a broad range of internal and external stakeholders
7. Demonstrated ability to work with and an understanding of the role of peer workers.

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 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](#).