



## POSITION DESCRIPTION

POSITION DETAILS	
<b>PD Number</b>	PD0061
<b>POSITION TITLE:</b>	Occupational Therapist
<b>REPORTS TO:</b>	Team Leader Allied Health
<b>DIRECT REPORTS:</b>	Nil
<b>GRADE</b>	Health Professional and Support Services Award Grade 3
<b>HOURS:</b>	As per Contract
<b>BUSINESS UNIT/LOCATION</b>	Illawarra and Shoalhaven Region
<b>ROLE PURPOSE</b>	<p>This position delivers Occupational Therapy services to multicultural with the aim of improving the health and wellbeing of consumers to live safely and independently at home.</p> <p>This position is responsible for developing goal orientated client care plans to be implemented individual settings</p>

POSITION TASKS AND RESPONSIBILITIES
<p>The employee's responsibilities include but are not limited to:</p> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Collect client attendance records as per operational procedures.</li> <li>• Plan and deliver activities within allocated budget.</li> <li>• Build and maintain positive working relationships with service users, participants, and carers.</li> <li>• Develop and operationalise service-system efficiencies, in conjunction with the Team Leader.</li> <li>• Work as part of a team to help promote MCCI's services to CALD communities, consumers, and carers.</li> </ul> <p><b>Community Reach</b></p> <ul style="list-style-type: none"> <li>• Identify clients in need of additional assistance or services, and work with Team leaders and Care Advisers to refer clients for appropriate supports.</li> <li>• Support initiatives across MCCI to increase the number of clients participating in the program.</li> <li>• Develop, coordinate, and disseminate relevant information resources to achieve program aims.</li> </ul> <p><b>Consumer Satisfaction and Impact</b></p> <ul style="list-style-type: none"> <li>• Provide an efficient, high level of customer service for actual and potential clients and referrers.</li> <li>• Ensure efficient and effective client assessment in line with client needs and guidelines.</li> </ul>

- Work with staff, consumers and, where appropriate carers, families and other stakeholders to develop evidence based, client centered, goal orientated care plans.
- Ensure that all services are delivered in accordance with consumer’s care plans.
- Ensure care plans are reviewed and modified as required to enhance or achieve client goals.
- Work actively with Team Leader to monitor feedback and customer satisfaction.

**People and Culture**

- Maintaining a commitment to ongoing personal development and education in line with organisational and APHRA requirements.
- Supervise, support, guide and mentor Allied Health Assistants to ensure they are delivering high quality services.
- Contribute to a cohesive high performance team environment and positive workplace culture.
- Develop and maintain effective relationships with internal stakeholders.
- Attendance at regular staff & team meetings as required.
- Implement strategies to ensure a safe work environment and work according to MCCI’s WHS safety procedures.
- Perform any other required duties as instructed by the Team Leader, RCM or MCCI CEO.

**Service Delivery and Quality**

- Ensure client information in Alayacare is up to date, accurate and useful in line with record keeping requirements.
- Identify and implement system improvements.
- Handle complaints and incidents in line with MCCI policy.
- Undertake internal audits and monitor compliance with relevant policies, codes, industry standards and legal requirements for the service.
- Participate in the completion of quality reviews and accreditations.
- Ensure that services are implemented in accordance with MCCI policy and procedures.
- Provide prompt and accurate responses to all enquiries and requests from management, staff, clients, carers, funding bodies and other relevant stakeholders.
- Maintain relevant registrations and accreditations.

**Role requirements**

**Values and Behaviours**

**SUPPORT**

- Consumer partnership at the centre of our work.
- Supporting our colleagues to grow in skills and confidence.

**TEAMWORK**

- Quality improvement and good information management underpinning our work
- Collaborating and working effectively together on our team’s goals.

**TRUST**

- Building confidence with our community, consumers and carers.
- Acting in accordance with MCCI’s values and purpose always.

**SHARE**

- Empowering consumers to make good decisions for their wellbeing.
- Together pursuing ideas, innovations improvements to the way we work.

Position Description Occupational Therapist	Document Number: PD061	Version 1 Jan 2021
--	------------------------	--------------------

<b>Underlying characteristics</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills and the ability to relate to and gain buy-in, cooperation and support from a broad range of stakeholders.</li> <li>• Excellent time management and the ability to handle multiple tasks simultaneously in a fast paced environment.</li> <li>• Desire to achieve excellent results, a thirst for knowledge and constantly seeking ways to improve service delivery, safety and quality.</li> <li>• Demonstrates attention to detail, accuracy and thoroughness in work produced.</li> <li>• Self-directed and autonomous, requiring minimal supervision.</li> </ul>
<b>Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 year post graduate experience</li> <li>• Strong knowledge of, and prior experience working people over 65 from diverse backgrounds.</li> <li>• Experience working with client management systems, including data management and reporting.</li> <li>• Experience in working with minimal supervision with agreed objectives.</li> </ul>
<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• Recognised degree in Occupational Therapy and current registration with AHPRA.</li> </ul>
<b>Licence/s &amp; Checks</b>	<ul style="list-style-type: none"> <li>• Current unrestricted Driver's License.</li> <li>• Current immunisation of diseases as listed in the current NSW Health Policy Directive.</li> <li>• Current NSW Police or Federal Police Clearance or willingness to undertake</li> <li>• Eligibility to work in Australia.</li> </ul>

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position Description Occupational Therapist	Document Number: PD061	Version 1 Jan 2021
--	------------------------	--------------------