**Job Title:** Occupational Therapist

**Role Summary:** To complete occupational therapy assessments, interventions and provide advice to residents to enable optimal delivery of care and achievement of outcomes for residents.

Provision of support and direction to the care partners and clinical team in collaboration with the Senior Occupational Therapist to ensure therapeutic and clinical interventions are implemented.

**Reports to:** Senior Occupational Therapist

|  |
| --- |
| **MEATH CARE (INC)** |
| **MISSION**  To provide and support vibrant communities empowering older people to achieve wellness in their preferred lifestyle and environment.  **VISION**  To be a leading benevolent provider offering superior living and care options for older people.  **VALUES**  **M**eaningful Relationships - *Creating mutual support and respect.*  **E**mpathy - *Engaging all people with understanding, warmth and kindness.*  **A**dvocacy - Working in the best interests of all people.  **T**rust - Being open, honest and acting in good faith.  **H**olistic - Caring with regard for the total wellbeing of all people. |

**KEY PERFORMANCE AREAS**

* Clinical Care Services
* Leadership/Teamwork
* Quality Assurance/Customer Service
* Occupational Health and Safety
* Personal and Professional Development

**RESPONSIBILITIES AND DUTIES**

Responsibilities and duties of this role include but are not limited to the following:

**CLINICAL CARE SERVICES**

* Work collaboratively with clinical staff to provide quality services to residents in accordance with organisational policy and procedures, and occupational therapy legislative requirements.
* Under the guidance of the Senior Occupational Therapist; oversee therapy and related clinical services delivered to ensure best practice standards are maintained by:
* Ensuring comprehensive and accurate assessments of residents are completed.
* Ensuring care plans are completed, regularly reviewed and updated to reflect residents’ current therapeutic and clinical needs are being met.
* Monitoring the planning, implementation and evaluation of services provided.
* Liaising with other health professionals to identify resident care needs, plan interventions and review the outcomes of care.
* Maintaining accurate and legally appropriate documentation of services provided.
* Providing specialist assessments, interventions, advice and support for residents to meet their specialist needs e.g. seating, pressure relief, and independence aids.
* Provide clinical advice, support, liaison, education and training as required to members of the team.
* Safe and economic management of therapeutic equipment and resources – including resident specific hire equipment.
* Ensure professional communication through:
* Positively interacting with staff, residents and their representatives.
* Ensuring management is informed of any relevant issues in a timely and appropriate manner.
* Completing in-house documentation as per policy and procedure for any resident/staff incidents.
* Ensuring all members of the team, including care and hospitality, are aware of residents’ changing needs.
* Communicate clearly and accurately record information using relevant electronic channels as required.

The work you undertake must be in accordance with the organisation’s Vision, Mission and Values

**LEADERSHIP/TEAMWORK**

* In collaboration with the Senior Occupational Therapist and Lifestyle and Wellness Coordinator, support new employees, agency and volunteers involved in services that support resident daily living requirements, socialisation, physical and emotional wellbeing by:
* Working cooperatively and developing relationships with individuals from diverse cultural backgrounds based on mutual respect and cross-cultural understanding.
* Attending team meetings and team development activities.
* In collaboration with the Senior Occupational Therapist, effectively support staff involved in services that support resident daily living requirements by:
* Being a positive role model to all therapy and direct care staff.
* Providing direction and supervision to therapy staff and volunteers.
* Ensure staff complete all documentation as per policy and procedures.
* Ensure staff work to duty statements and adhere to Meath Care (Inc) policy and procedures.
* Support staff to achieve the required competency skills as per direction of Executive Manager of Care Services (therapeutic competencies).
* Effectively manage, in collaboration with the Senior Occupational Therapist, the implementation of change and its impact on people.
* Ensure staff work to duty statements and adhere to Meath Care (Inc) policy and procedures.

# QUALITY ASSURANCE/CUSTOMER SERVICE

* Maintain compliance with the Aged Care Quality and Safety Commission – Strengthened Quality Standards and all other legislative requirements by adhering to approved policies and procedures.
* Provide a high-quality service at all times.
* Participate in activities that support continuous improvement.

# WORK HEALTH & SAFETY

* Comply with all Meath Care’s Work Health and Safety Policies.
* Assist the organisation by taking responsibility for the identification, management and/or elimination of hazards and unsafe work practices in compliance with the organisation’s WHS policies and procedures.
* Ensure a safe working environment for self, fellow employees, residents, family and volunteers.
* Participate in and contribute to the development of a total safety culture.
* Maintain knowledge of firefighting equipment location, fire and emergency procedures and evacuation plan.
* Ensure infection control policies and procedures are adhered to at all times.
* Follow organisational policy and procedure when completing all manual handling tasks.
* Report incidents and accidents/hazards promptly and accurately.
* Complete electronic maintenance requests when required.

# PERSONAL AND PROFESSIONAL DEVELOPMENT

* Attend mandatory training as directed by the Learning and Development Team, Senior Occupational Therapist Executive Manager of Care Services.
* Complete mandatory online learning as per policy.
* Actively seek to improve knowledge and skills by attending/completing training.
* Be involved in activities that support self-development.

I understand and accept the requirements outlined in the above job description and confirm my personal commitment to the Vision, Mission and Values of Meath Care (Inc).

|  |  |
| --- | --- |
| **Name:** | **Signature:** |
| **Date Appointed:** | **Date:** |