

Position Description Occupational Therapist

Purpose of the Position

This position is responsible for:

- development, implementation and evaluation of lifestyle programs for residents
- provision of training and support to Occupational Therapy Assistants as required
- Working across all Residential Care Facilities to provide pain management and clinical support as and when required.

Reporting to

This position reports directly to the Facility Manager and Senior Occupational Therapist.

Organisational Values

Catholic Homes is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life of our Residents/Clients. Staff are called to behave in such a way that upholds the Catholic Homes' Values and demonstrates a commitment to working co-operatively and collaboratively.

A commitment to the Values of Catholic Homes is reflected in the attitudes, behaviour and actions of staff. This is in the form of decision-making processes, adherence to policy and procedures, the quality and nature of the services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for, particularly staff and Residents/Clients.

A commitment to confidentiality of information requires all staff to take reasonable precautions to maintain the non-disclosure of any confidential information about other staff members or Residents/Clients as well as the general operations and affairs of the organisation to any person other than those approved by the Organisation.

Duties and Responsibilities

Corporate Ethos

- Demonstrates and understands Catholic Homes' Vision, Values and Statement of Identity in dealing with other staff and Residents/Clients;
- Demonstrates and complies with the Code of Conduct;
- Demonstrates, understands and actively participates in Catholic Homes' care model, "Care with Purpose", in all undertakings relating to the provision of care and services to Residents/Clients.
- Demonstrates and participates in Continuous Improvement Programs;
- Demonstrates consistent application of the principles of Continuous Quality Improvement;
- Has sound knowledge of mechanisms available to staff and Residents/Clients for the provision of feedback and takes appropriate action to follow up comments, complaints and compliments.

Lifestyle Program Planning

- Designs activities and lifestyle programs in line with residents' preferences, therapeutic needs and choice;
- Oversees implementation of activities and lifestyle program and monitors quality outcomes and evaluates on an ongoing basis;
- Evaluates and documents individual residents' function and engagement on a regular basis and makes changes accordingly to lifestyle programs;
- Assess individual residents physical, sensory, cognitive, psychosocial and behaviour functioning as it relates to occupational performance of activities of daily living and leisure;

- In collaboration with residents, complete and document Residents' assessment at admission and at regular ongoing intervals for care based on Occupational Therapy terms of reference and continually monitor the outcomes;
- Regularly reviews assessment methods and documentation to ensure relevance and accuracy;
- Provide Occupational Therapy documentation to support ACFI funding requirements and accreditation standards;
- Participates in multidisciplinary resident care planning meetings / case conferences as appropriate.
- Liaises with community agencies as appropriate;
- Provides appropriate supervision, direction and support to Occupational Therapy Assistants and other personnel responsible to the Occupational Therapist;
- Manages the occupational therapy program in reference to budgeting, statistics, equipment and supplies.

Compliance and Reporting

- Understands and complies with the Catholic Homes' guidelines, policies and procedures (as amended from time to time)
- Participation on Surveys and Audits;
- Ensures practice reflects regulatory requirements and limitations;
- Maintains confidentiality of resident information;
- Attends all compulsory and recommended training and meetings as required.

Workplace Health and Safety

- Ensure, promote and comply with safety in the workplace.
- Take care of property and equipment and report faults promptly.
- Report and analyse Hazards, Accidents and Incidents promptly and accurately.
- Utilise resources and equipment economically and safely.
- Familiarise yourself with all emergency procedures.
- Responsible for the promotion and maintenance of a safe working environment.
- Take appropriate action to ensure own health and safety;
- Ensure correct manual handling techniques according to manual handling guidelines and policies.
- Contribute to workplace risk assessment and hazard control activities.

Expected Behaviours

- As a member of Catholic Homes' Care Team, you will be required to work with other staff cooperatively and accept reasonable and lawful instructions and recommendations by the Line Manager when necessary.
- As a member of Catholic Homes' Care Team, there may be occasion where you may be required to work across one or more sites to provide assistance and support to your colleagues.
- Provide mentoring and coaching to peers where applicable.
- Provide assistance and support to fellow staff members whilst on duty.
- Communicate effectively in a constructive, courteous, respectful and professional manner.
- Treat other staff members with professionalism and respect.
- Enable Residents/Clients to make informed choices, take risks and treat them with dignity and respect in line with Catholic Homes' care model, currently "Care with Purpose"
- Maintain a positive and professional outlook whilst at work.
- Accept and provide constructive feedback.
- Possess a reasonable level of physical fitness to perform the inherent duties of the role.
- Accept responsibility for own actions.
- Identify own learning needs and accept training as recognised by the Line Manager and/or organisation as necessary
- Maintain confidentiality at all times.

Verification

Occupational Therapist

As the incumbent of this position I have read and understood the responsibilities and other requirements as detailed in this document.

Name: _____ Signature: _____

Date
appointed: _____ Date: _____