

POSITION DESCRIPTION

Position Title:	Occupational Therapist Grade 2/3
Business Unit/Department:	Western Inpatient Psychiatric Unit
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	OT Grade 2 Year 1 to 4 (YB20 to YB23) <u>OR</u> OT Grade 3 Year 1 to 4 (YB24 to YB27)
Reports To:	Nurse Unit Manager, Chief Occupational Therapists
Direct Reports:	Nil
Date Prepared/Updated:	30 August 2023

Position Purpose
<p>The Occupational Therapist (OT) will provide discipline specific clinical expertise at Western Inpatient Psychiatric Unit (WIPU). This is a newly established women's only adult acute mental health unit, and the OT will support the further development of this service, particularly the role of OT in the team.</p> <p>The OT will contribute to a multidisciplinary approach by leading out with supporting meaningful activity engagement to support consumer recovery.</p> <p>The OT will be responsible for the following:</p> <ul style="list-style-type: none"> • Conducting Occupational Therapy assessments, interventions and recommendations • Leading sensory modulation on the unit – maintaining sensory room, utilising sensory assessment and implementation of sensory interventions into consumer care plans and supporting other staff to use sensory modulation interventions. • Support a wide range of meaningful activities in the unit both individual and group. This includes activities that are staff facilitated and supporting consumers to engage independently in activities of their choice. • Coordination of the group program including planning, implementing and evaluation in collaboration with the multidisciplinary team. • With appropriate training and support provision of clinical supervision to Grade 1 Occupational Therapists and to occupational therapy students within Western Health Mental Health and Wellbeing Services <p>The Occupational Therapist will represent the discipline in multidisciplinary forums. The OT will actively support continuous improvement activities.</p>
Business Unit Overview
<p>The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.</p>

Our Vision

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The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities

- Actively engage and build a therapeutic alliance with the consumer and understand the needs and preferences of the person and their carers/family. Communicate and collaborate effectively with primary care and other service providers including GP's and NDIS service providers to support a consistent approach.
- Provide specialist occupational therapy consultations, assessments and evidence-based interventions to assist in better outcomes for consumers and carers, including OT functional assessments, engagement in meaningful activities, group programs, and sensory modulation.
- Provide Occupational Therapy input to multidisciplinary team and actively participate in clinical review meetings and recovery planning
- Develop and deliver group programs based on the identified clinical needs of the women staying at the unit, in collaboration with the multidisciplinary team.
- Support consumers to access and navigate NDIS as part of developing supports for the consumer post discharge
- Ensure clinical work is recovery-orientated and trauma-informed and that staff are actively working in collaboration with consumers/families and significant others to achieve treatment goals
- Utilise skills to support the team to identify and manage consumers presenting with signs of deterioration in mental health or increased risk profiles. Deliver therapeutic interventions to support consumer recovery and de-escalation during times of distress.
- Maintain responsibility of accurate and adequate documentation concerning patient care, ensuring the confidentiality of information in line with DH and Western Health requirements
- Participate in and contribute to generic/occupational therapy practise based and service-orientated research, evaluation and audits as required. Participate in quality improvement projects alongside management and the broader team.
- Demonstrate a strong ongoing commitment to own professional development and share knowledge and skills with others and contribute to a positive team culture.
- Provide discipline-specific clinical supervision for Grade 1 Occupational therapy staff and students and support undergraduate and post-graduate students of other disciplines
- Take reasonable care for your safety and well-being and that of others.
- Work in your scope of practice and seek help where required.
- Participate in discipline specific clinical supervision and workload management. This will include attendance and participation at clinical review, discipline meetings and other reflective spaces.
- Be accountable for your own professional development, critical reflection and participation in annual performance discussion.
- In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Nurse Unit Manger & Senior Nursing Leadership
- Allied Health Staff- Social Work, Psychology.
- Lived Experience Workforce

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- Lead Consultant and medical staff
- Chief Occupational Therapist
- Quality Improvement Consultants
- Consumer and Families

External:

- Community and Primary care providers-
- National Disability Insurance Scheme (NDIS), Local Area coordinators, support coordinators & support workers
- AOD services

Selection Criteria

Essential

- Formal Qualifications
 - Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia. An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy.
- Two or more years of experience working in mental health.
- Demonstrated mental health and risk assessment and intervention skills,
- Demonstrated ability to provide specialist occupational therapy assessments and interventions
- Knowledge of sensory modulation including sensory assessments and use of sensory strategies to support calming and alerting in order to maintain optimal arousal or de-escalate.
- Demonstrated commitment to delivering consumer-centred and recovery-oriented care
- Proven ability to plan, implement and evaluate groups for consumers in the acute phase of mental illness.
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers.
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services.
- Commitment to ongoing professional development and participating actively in own supervision
- Well-developed skills in writing and an ability to promptly prepare appropriate documentation for assessments, interventions and other forms of documentation.
- An understanding of the policies and procedures associated with the Mental health Act and other relevant legislation.
- Familiarity with a range of computer software packages e.g. Outlook, Excel, Word, Local systems (e.g. Bossnet)
- A current Victorian Driver's License and ongoing ability to use this form of transport.

Desirable

- Experience in delivering OT interventions in an acute mental health setting
- Ability to speak a second language

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures

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- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: _____

[Click here to enter a date.](#)

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