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| **POSITION TITLE** | **Primary Health Occupational Therapist** |
| **REPORTS TO (TITLE)** | Allied Health Team Leader | **DIRECT REPORTS (TITLE)** | N/A |
| **LOCATION** | Negotiable |
| **CLASSIFICATION** | Health Professional stream, Level dependent on education and experience The New England, Barwon and North West Slopes Divisions of General Practice Enterprise Agreement 2010 |

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| **COMPANY DESCRIPTION** |
| **Vision –** Healthy Communities **Purpose –** Creating better health for our communities |

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| **POSITION DESCRIPTION** |
| The purpose of the Primary Health Occupational Therapist role is to provide Occupational Therapy services to referred individual clients or groups of clients through Government funded programs such as Priority Allied Health Services (PAHS), as well as Medicare Benefit Schedule (MBS), National Disability Insurance Scheme (NDIS) and services for fee-for-service clients. These services will be provided to support General Practitioners and community members, and to facilitate the delivery of best practice care for people across the New England North West region.The Primary Health Occupational Therapist will work collaboratively with health practitioners (including general practitioners and allied health professionals), health services (including the Local Health District and Aboriginal Health Services), and other education and support services to provide an integrated and inclusive approach to health care.The Primary Health Occupational Therapist will possess and apply specialised skills relevant to the role, will work within their scope of practice, and apply their skills, competence and training to provide a standard of services as required by the Australian Health Practitioner Regulation Agency (AHPRA) and relevant professional organisations. |

| **KEY RESPONSIBILITIES**  |
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| Responsibilities include but are not limited to those listed below:* Provide comprehensive, client centred, evidence based and integrated multi-disciplinary occupational therapy services to referred clients, in one-on-one or group settings.
* Provide occupational therapy education and advice, presentations and resource development for occupational therapy and other HealthWISE programs.
* Evaluate the effectiveness of the occupational therapy programs and activities, with particular regard to health outcomes and cost effectiveness.
* Develop and maintain professional contacts, partnerships and networks as appropriate, and promote collaboration between HealthWISE and other service providers.
* Liaise effectively with referring General Practitioners and other relevant health and education professionals with regards to the management of referred clients, and provide regular and timely written communication regarding client care.
* Prioritise workload demands in a manner that permits timely delivery of clinical services, clinical supervision, consultation and ongoing professional development.
* Work closely with other HealthWISE staff to ensure local communities, General Practices, other health care providers, and support organisations are aware of current HealthWISE services and programs, and to ensure an integrated approach to the provision of health care information and resources.
* Develop partnerships with Aboriginal Health services and community groups to ensure the education and communication of health issues are culturally appropriate, easily accessible and understood by the Aboriginal and Torres Strait Islander community.
* Work with the HealthWISE team to promote an integrated approach to service delivery and a harmonious team environment.
* Collect, collate and record data in the HealthWISE database and provide accurate reports to meet program deliverables.
* Operate within a personal scope of practice, as required by the relevant professional association, and with particular consideration to HealthWISE policies and procedures, program guidelines, personal qualifications and professional expertise.
* Undertake Continuing Professional Development as relevant to the role.
* Ensure confidentiality is maintained in accordance with professional guidelines, and legislative and organisational requirements, to build and maintain trust within key stakeholder groups.

**Other:*** Display an attitude and behave in a manner that is in keeping with the company’s values.
* Make a personal commitment to approach all enquiries in a courteous, friendly, supportive, professional, and timely manner that fosters an all inclusive “no wrong door” customer service culture.
* Promote cultural awareness and competence, and disability awareness and competence within the primary health care environment, and in interactions with consumers, stakeholders and communities.
* Actively contribute to the growth and financial sustainability of HealthWISE through identifying new business opportunities, efficiencies, cost savings and innovative solutions.
* Comply with HealthWISE policies and procedures and Code of Conduct as well as all relevant legislation and regulatory standards.
* Other duties as required within the Primary Health Occupational Therapist’s skills and experience.
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| **WORK HEALTH AND SAFETY** |
| While at work, a worker must:1. take reasonable care for his or her own health and safety, and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WH&S Act 2011, and
4. cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
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| **ROLE CRITERIA** |
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| **ESSENTIAL** | **DESIRABLE** |
| * Tertiary qualification in Occupational Therapy, registration with relevant professional association and demonstrated relevant experience in primary health care.
* Demonstrated ability to provide high quality and responsive client / carer / customer service in a one-on-one or group setting.
* Commitment to ethical practice, professional conduct and professional development.
* Demonstrated ability to work autonomously in the delivery of clinical services, as well as an ability to work positively and co-operatively within a multi-disciplinary team environment, including with General Practitioners, Allied Health Professionals and educators.
* Demonstrated understanding and knowledge of and/or experience in delivering services via Telehealth
* Current unrestricted NSW Driver’s Licence and a willingness to travel.
 | * Experience working with people with a disability
* Experience working remotely with accountability.
* Demonstrated understanding of issues affecting Aboriginal people and their health
* Demonstrated understanding of Primary Health Care.
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