

PRINCES  COURT  

---

HOMES

---

**POSITION DESCRIPTION**

|                                  |   |
|----------------------------------|---|
| <b>POSITION:</b>                 | Occupational Therapist  |
| <b>DEPARTMENT:</b>               | Residential Care  |
| <b>REPORTS TO:</b>               | Director of Nursing   |
| <b>STAFF RESPONSIBILITY:</b>     | NIL   |
| <b>FUNCTIONAL RELATIONSHIPS:</b> | <p><b>Internal:</b></p> <ul style="list-style-type: none"><li>• Executive Management Team - CEO, DON, Manager People and Culture</li><li>• Physiotherapist, WH&amp;S Co-ordinator</li><br/><li>• Residents &amp; families and/or primary carer</li><li>• Nursing &amp; Personal Care staff</li><li>• Recreation &amp; Lifestyle staff</li><li>• Other employees</li></ul> <p><b>External:</b></p> <ul style="list-style-type: none"><li>• Visitors and community</li><li>• GP's, visiting medical staff, Allied Health Professionals, Transition Care staff</li><li>• Education providers</li><br/><li>• Contractors &amp; Tradespeople</li><li>• Relevant industry and accreditation bodies</li><li>• Multi-disciplinary teams</li></ul> |
| <b>REMUNERATION:</b>             | Negotiated salary, conditions as per ANMF and HSU Enterprise Agreement 2017   |

---

**ABOUT PRINCES COURT**

Princes Court, (incorporating Princes Court Homes and Village) is an independent, not for profit, community owned organisation managed by a Board of Management. Sunraysia's leader in aged care and independent living, Princes Court is a well-respected part of the community.

Princes Court has operated in excess of 60 years with expertise and experience in managing a range of options from independent living through to high care and dementia specific care. We offer an accredited facility, supported by more than 100 staff, provide 55 lifestyle retirement units, a home for 100 permanent and two respite residents.

Princes Court Home's personal centred care philosophy ensures comfort and security for Mildura's aging residents.

**PRIMARY PURPOSE**

The resident Occupational Therapist is responsible for:

- effective provision of high-quality services and health promotion activities to residents; through client-centred ongoing support and evidence-based practice treatments to ensure delivery of best practice care.
- maximisation of ACFI claiming through optimisation of the delivery of pain management therapies, compliance with ACFI, accreditation, industry, professional and legislative standards.

## KEY ACCOUNTABILITIES

- Collaborate across the allied health and primary care staff to ensure effective delivery of resident occupational therapist and health promotion services to residents within Princes Court Homes.
- Establish and maintain relationships with other health and community care providers to advocate for and ensure continuity of care for residents, particularly those with complex and chronic conditions.
- Work collaboratively with residents and their GPs to coordinate medical and self-management goals. Participate in case conferences with GPs and/or other health providers where appropriate.
- Liaise, consult and advocate, ensuring residents receive coordinated and integrated services.
- Promote active ageing and actively involve residents and/or carer in setting goals and making decisions about their care.
- Together with the resident and/or carer, prepare a goal directed care plan with a focus on expected outcomes.
- Promote maximum independence through the implementation of programs specific to the resident based on their physical capacity, cognitive level and interests.
- Make referrals to other service providers, internal and external, where appropriate.
- Contribute to the development and innovation of the Occupational Therapy service.
- Participate in the organisational continuous quality improvement program and develop, monitor and review policies and procedures as appropriate.
- Participate in the performance management system including the development and monitoring of an individual work plan and annual performance review.
- Ensure compliance with the ACFI pain management guidelines, other areas of compliance required under the Aged Care Act (1997) and relevant legislation.
- Ensure compliance with accreditation, industry and legislative standards and requirements.
- Participate in Princes Court Homes Quality Management System.
- Complete Chronic Disease Management Program in line with Enhanced Primary Care regulations.
- Undertake research, conduct analysis and prepare concise reports relevant to clinical, financial and operational indicators.
- Assist in the rehabilitation and management of return to work plans for Princes Court Homes employees on workers compensation.
- Participate in personal and professional development and maintain a record of attendance as per AHPRA requirements.
- Act as a professional advocate and represent Princes Court Homes on relevant committees and industry bodies.
- Maintain a duty of confidentiality to all residents, clients, volunteers and staff ensuring "Confidential Information" is consistent with the Privacy Act and organisational Policy and Procedure.
- Abide by WH&S policies and participate in consultation to improve health and safety within the work and care environment of Princes Court Homes.
- Contribute to safe work practices in manual handling through risk assessment, provision of staff training and competency assessment.
- Report to the DON any accidents, injuries, near misses or observed breach of WH&S policy and procedure.
- Document potential or observed hazards and make recommendations for improvement.
- Undertake other duties as directed by the DON within professional scope of practice.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

It is important to be able to use hands to handle, control, or feel objects, tools, or controls.

The following physical activities may be required to meet the obligations of this position:

- Sitting
- Twisting
- Pulling
- Squatting
- Pushing
- Bending
- Walking distances on hard surfaces
- Keyboard

## **KEY SELECTION CRITERIA**

- Appropriate tertiary qualification relevant to the role
- Professional registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Membership of Occupational Therapy Australia
- Experience in aged care, in the field of physical disability and rehabilitation
- High level knowledge of the Aged Care Act, mandatory reporting obligations, the Australian Aged Care Quality Standards, quality systems and documentation requirements including the Aged Care Funding Instrument
- Proven interpersonal communication skills including relationship building, ability to deal with cultural diversity, range of fitness history and facilitating open discussions
- Superior ability to communicate in written formats (reports, forms etc)
- Advanced computer literacy (Microsoft suite of programs)
- Demonstrated ability to work independently and as part of a team
- Excellent organisational and time management skills
- High degree of reliability and accountability
- Ability to work additional hours if required and a degree of flexibility (desirable)

## **ADDITIONAL INFORMATION**

- All offers of employment are subject to a satisfactory National Police Check and provision of current driver's license prior to commencement.
- The employment contract will contain a probationary period and an annual performance review.
- A remuneration package will be negotiated with the successful applicant. Princes Court offers employees Not for Profit salary sacrificing.
- Employees must have the right for permanent employment in Australia.
- Princes Court Homes is a smoke free environment.

| <b>Princes Court's Culture</b>   |   |
|--|---|
| <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Person-centeredness</li> <li>• Excellence</li> <li>• Dignity</li> <li>• Effectiveness</li> </ul> | <p>The foundation of our facility is the excellent and committed staff, valued for their contribution to the lives of the people we serve. We work with staff to understand their needs and offer flexibility or advancement through personal development. This ensures we have an engaged, enthusiastic and passionate team to provide the best environment for our residents.</p> <p>Values are based around our residents finding happiness, security, comfort and companionship in what we offer.</p> <p><b>Vision:</b> Excellence in care and lifestyle.</p> <p><b>Mission:</b> We provide choices in high quality and secure aged &amp; residential care and independent living, responding to changing community needs with innovative services and support.</p> |

|   |                             |             |         |
|---|-----------------------------|-------------|---------|
| <b>Signed on behalf of Princes Court Homes Inc.</b> |                             |             |         |
| <b>NAME</b>   | Sue Zariko                  |             |         |
| <b>REPORTING MANAGER</b>                            | Acting, Director of Nursing |             |         |
| <b>SIGNATURE</b>                                    |                             | <b>DATE</b> | / /2018 |

|  |  |             |         |
|--|--|-------------|---------|
| <b>Acceptance of the position</b>  |  |             |         |
| I understand and agree to abide by the responsibilities and duties described in this position description. |  |             |         |
| <b>NAME</b>  |  |             |         |
| <b>SIGNATURE</b>   |  | <b>DATE</b> | / /2018 |