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**South Australian Public Service**  
**JOB AND PERSON SPECIFICATIONS**

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Title of Position:

**SENIOR OCCUPATIONAL THERAPIST**

Classification Code: **PSO2**

Administrative Unit: **South East Regional  
Community Health Service**

Discipline Code:

Division:

Type of Appointment:

Branch:

**Permanent Full Time**

Position No: SE0087

Position Created:

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**Job and Person Specification Approval**

All excluding senior positions

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CEO or delegate

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Commissioner for Public Employment

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**JOB SPECIFICATION**

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**1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is achieved.)**

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The Senior Occupational Therapist is responsible for the clinical supervision of staff in their discipline across the Region and will ensure the education and training of their staff and provide advice and support to enable them to meet discipline goals.

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**2. Reporting/Working Relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation.)**

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The Senior Occupational Therapist is responsible to the Manager Home Support & Therapy Services and provides clinical supervision to Occupational Therapists in the Region.

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**3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)**

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Some out of hours work may be required. Frequent travel within the South East Region will be required. Current SA Driver's Licence is essential.

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**4. Statement of Key Outcomes and Associated Activities (Group into major areas of responsibility/activity and list in descending order of importance. Continue on next page.)**

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**Goals and Strategies**

The Senior Occupational Therapist will ensure that discipline goals and strategies are met throughout the Region by:

- Liaising with the Manager to review, implement and evaluate the goals and strategies of the discipline and the outcomes achieved.
- Liaising with the Manager to ensure the provision of clinical services are appropriate to the discipline and the Service's goals.
- Educating, training, advising and supporting discipline staff to meet discipline and Service goals.
- Promoting a primary health case focus within the discipline.
- Dealing with clinically related client issues and complaints in liaison with the Manager.

**Quality Improvement**

The Senior Occupational Therapist will ensure the Manager can implement, review and evaluate effective Quality Improvement activities by:

- Monitoring the discipline service provided across the Region and reporting same to the Manager.
- Providing the Manager with statistical and other information required for reporting purposes.
- Coordinating discipline specific meetings.
- Attending meetings as required.
- Planning of discipline related services that contribute towards the Service's planning, in consultation with the community.
- Updating discipline specific policy and procedure manuals.
- Developing Quality Improvement activities in line with discipline and Service goals.

**Human Resources**

The Senior Occupational Therapist will ensure the provision of a discipline service across the Region by:

- Liaising with the Manager regarding staffing levels.
- Undertaking interviews and recruitment of discipline staff in consultation with the Manager.
- Conducting Performance Development Reviews with discipline staff, including updating their Job and Person Specifications, in liaison with the Manager.
- Facilitating conflict resolution through the appropriate channels as required
- Providing clinical support to students on placement.
- Preparing and implementing a plan to contact, visit and supervise all discipline staff across the Region on a regular basis.
- Ensuring all new discipline staff are fully orientated into the clinical aspects of their work across the Region.
- Undertaking responsibility for the rostering arrangements of discipline staff across the region to cover annual, sick, long service and other paid and/or unpaid leave.
- Advising the Manager on the staff development needs of the discipline staff.

### **Finance and Administration**

The Senior Occupational Therapist will ensure the provision of a discipline service across the Region by:

- Advising Manager regarding equipment and resource needs.
- Liaising with Manager re discipline staffing levels and FTE costs.

### **Projects**

The Senior Occupational Therapist will ensure the provision of a discipline service across the Region by:

- Assisting in the development of discipline specific components of projects.
- Undertaking project and grant proposal writing as appropriate.

### **Service Provision**

The Senior Occupational Therapist will assist in the provision of a discipline service across the Region by:

- Undertaking a clinical caseload.
- Ensuring the provision of appropriate services such as outreach, inpatients, outpatients, early intervention, across the Region.

### **Professional and Personal**

The Senior Occupational Therapist shall ensure their own professional and personal development by:

- Evaluating own practice through annual performance planning and review.
- Maintaining confidentiality as stated in Section 64 (1) of the South Australian Health Commission Act 1976.
- Practicing in accordance with the philosophy, objectives, policies and procedures of the South East Regional Community health Service.
- Functioning in accordance with all legislation affecting the South East Regional Community Health Service and professional bodies.
- Maintaining current professional knowledge and skills for management Competency.
- Being an effective role model for staff.
- Practicing within own abilities and qualifications.

### **Occupational Health Safety and Welfare**

The Senior Occupational Therapist shall adhere to the principles of Occupational Health Safety and Welfare including undertaking responsibility for the following:

- Using safe and healthy work practices for maintaining safe working conditions and for monitoring the work environment accordingly.
- Reporting of all incidents, accident and near misses, using the appropriate forms and in consultation with the worksite Occupational Health Safety & Welfare.
- Representative and where appropriate make recommendations designed to avoid, reduce or eliminate identified hazards.
- Reporting on a monthly basis to their relevant Manager all incidents and the outcomes of the investigation.
- Taking reasonable care to avoid adversely affecting the health, safety and welfare of any other person through the actions in the workplace.
- Making proper use of all safeguards, safety devices and personal protective equipment and ensuring the staff comply with health and safety practices.
- Carrying out any reasonable instruction in relation to health and safety in the Workplace.
- Being familiar with fire and emergency procedures.
- Attending and ensuring that all staff for whom you are responsible attend fire safety and manual handling lectures on an annual basis

- Attending on a regular basis ongoing training and development in relation to occupational health safety and welfare and the rehabilitation of workers.
- Ensuring that you do not interfere, or cause another employee to interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance provided for the health and safety of employees, except when necessary as part of an approved maintenance, repair or emergency procedure.
- Ensuring that all staff have a working knowledge and understanding of Occupational Health Safety & Welfare requirements and responsibilities.
- Ensuring the implementation of Occupational Health Safety & Welfare inspections, audits and plans for their department in consultation with the Occupational Health Safety & Welfare representative.
- Actively participate in the rehabilitation of injured workers and in the identification of alternative work duties for such employees.

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Acknowledgment by Occupant.....

Date signed ...../...../.....

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## **Special Notes**

### ***Review of Job and Person Specification***

This Position Specification will be reviewed regularly as part of a performance management process to ensure performance and skills and abilities match the requirements of the position. This regular review will ensure that the Position Specification is current and reflects accurately the duties carried out by the incumbent.

### ***Relationship of this position to the organisational mission and objectives:***

In line with the strategic plan for the South East Regional Community Health Service this position is identified as meeting the following objectives:

- Provide patient services according to primary health care principles.
- Promotion of a caring, compassionate culture.
- Promotion of health through education, community consultation and appropriate acute intervention.
- To safeguard and improve the range of quality health services.
- The promotion of a single seamless service attuned to the challenge of change.
- All staff are identified as being front line providers in customer service and they will be supported by management with the necessary systems and procedures to allow them to offer a suitable, timely and efficient service.

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

(Those characteristics considered absolutely necessary)

**Educational/Vocational Qualifications** (Include only those listed in Commissioner's Circular as an essential qualification for the specified classification group).

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- A degree or other qualification which gives eligibility for registration as an Occupational Therapist
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**Personal Abilities/Aptitudes/Skills** (Related to the job description and expressed in a way which allows objective assessment).

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- Demonstrated ability to work independently and as part of a multi-disciplinary team
  - Demonstrated high standard of written and oral communication skills
  - Proven organisational and leadership skills
  - Proven ability to establish priorities and manage time
  - Demonstrated ability to make well-informed and effective decisions
  - Demonstrated high standard of interpersonal skills
  - Proven ability to work with a diverse range of people
  - Demonstrated ability to manage a diverse caseload
  - Proven ability to keep in focus local, regional and state-wide Occupational Therapy issues
  - Willingness to be involved in wider organisational issues
  - Proven basic word processing skills
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**Experience** (Including community experience)

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- Proven clinical experience in a range of Occupational Therapy practice areas
  - Demonstrated experience in the supervision of discipline staff and students
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### Knowledge

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- Demonstrated knowledge of the principles and practices of Primary Health Care
  - Demonstrated knowledge of Occupational Health Safety and Welfare legislation
  - Demonstrated specialist knowledge in relevant clinical areas
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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements).

### Personal Abilities/Aptitudes/Skills

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- Nil
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## Experience

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- Experience within a community health setting and/or hospital setting
  - Experience in working within a regional health service
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## Knowledge

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- Knowledge of related health, disability and welfare agencies
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**Educational/Vocational Qualifications** (Considered useful in carrying out the responsibilities of the position.)

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- Post graduate qualification in Occupational Therapy