



Position Description

Occupational Therapist (MH participant focus)
Housing and Accommodation Support Initiative (HASI) Plus
Kempsey

Position summary

The HASI Plus program is a transitional rehabilitation and recovery-oriented, high intensity, community-based program for participants with severe mental illness and significant functional impairment. The program integrates dedicated clinical and intensive psycho-social support on a 24/7 basis with stable community-based accommodation. There can be up to 10 HASI Plus participants residing at any given time.

Reporting to the Program Manager, the Occupational Therapist (OT) will use therapeutic techniques, measures and tools to improve a participant’s ability to perform everyday activities. The OT will support participants in relation to physical, mental, developmental, and emotional conditions that impact the participants quality of life and psychosocial functioning. This role will support the Diversional Therapist to develop programs in line with participants recovery goals.

The role is supported and jointly delivered by the LHD Clinical Lead HASI Plus staff member who also currently works out of the HASI Plus site in Kempsey.

Organisational relationships

Direct reports: Diversional Therapist

Internal and external relationships: Internal relationships involves team and staff engagement and collaboration

External relationships may include families and carers, NDIA, Primary Health Network professionals, clinicians, GP’s, agents for housing, Community Mental Health Service Providers and the broader community

Responsibilities	Outcomes
Clinical Skills and Knowledge	
Provide high level professional Occupational Therapy Service.	Psychosocial consultation and behaviour support services are provided for participants to improve their quality of life in line with their recovery goals.
	There is positive feedback about the timeliness of response and support provided.
Assessments and Reviews	
Conduct clinical functional, sensory assessments and interventions including clinical behaviour support and capacity building for participants with complex needs.	Functional and sensory assessments are carried out in accordance with professional standards and legislation consistent with Practice and the National Standards for Occupational Therapy.

Responsibilities	Outcomes
	There is evidence of improved outcomes for participants
Carry out reviews to assess the value of activities in producing positive outcomes.	There is evidence of review of recommendations to establish efficacy and whether a change of approach is required.
Funding requirements	
Undertake assessments	There is evidence that participants have undertaken measures e.g. RAS-DS, CANSAS as per funding guidelines.
Update Individual Support Plans (ISPs).	All participants have a current and relevant ISP
Collaborate with LHD Clinical Lead.	There is a positive working relationship with the LHD Clinical Lead and this is demonstrated through joint referral meetings, collaboration around care planning, etc.
Support Diversional Therapy Programs.	Diversional Therapy programs are provided to participants as supported and implemented by the Diversional Therapist.
Capacity building	
Plan and take charge of specific therapeutic programs for individuals using recreational, vocational, remedial, educational, and social activities.	There is evidence of the creation or promotion of opportunities for social support to sustain connections among community members through a range of social support groups.
Use a range of evidence-based therapies which draw on core Occupational Therapy and psychological theories, such as cognitive, family and psychodynamic therapies.	Participants are assisted with a range of developmental, psychosocial, mental health, and functional self-care difficulties.
Design and/or suggest modifications in a participant's environment.	Modifications suggested result in improved access, capacity and independence.
Provide health promotion or preventative programs.	There is evidence the participant is individually supported to improve health outcomes.
NDIS	
Support NDIS readiness for participants where appropriate	Advice, evidence, support and advocacy regarding the National Disability Insurance Scheme (NDIS) is provided regarding psychosocial and physical health disability.
	Participants, carer's and other professionals are informed of the opportunities offered by the scheme to ensure holistic needs are met and their potential is maximised.
Assist participants to test their eligibility for psychosocial support through NDIS applications and	Records indicate that participants are assisted with NDIS applications for psycho social and physical supports.

support the Participant Pathway process.	There is assistance provided to participants to understand the pathway process, e.g. use of participant booklets, websites etc.
Responsibilities	Outcomes
Ensure there is compliance with requirements.	Legislative, contractual and audit inspection framework requirements are met.
Representation and Networking	
Develop and maintain a working knowledge of Mental Health OT support initiatives	Connections with and primary health services and other stakeholders, including carers and other service providers are built and maintained
Actively liaise with relevant agencies and other service providers, regarding participant progress and participation.	Relevant agencies are provided with appropriate information to support the participant and grant them access to services they need.
Attend interagency and Buttery networking groups as directed.	Interagency and Buttery meetings are attended as appropriate.
Administration and reporting	
Maintain participant files and undertake other administrative tasks as required.	Accurate case notes/ files/paperwork/data input/reports are maintained and updated ensuring mandatory reporting is up to date.
Collect data to support future programs.	Sufficient data is available to ensure there is evidence of the program's effectiveness.
	There is participation in research projects as required.
Team support	
Participate in peer and clinical supervision processes.	There is adequate preparation and active participation in peer and clinical supervision.
Participate in informal and formal case conferences, staff meetings and planned meetings.	There is active contribution in meetings to reach key program and clinical decisions.
Work autonomously and as part of a team.	A strong work ethic, respect, punctuality and commitment to service is demonstrated to ensure all team members are well supported.
	Assigned tasks are carried out in a timely manner.
Support program deliverables.	Support the Team Leader and front line HASI plus staff to deliver support to the participants and stakeholders.
Provide general support to participants.	General psychosocial supports are provided to participants as part of the HASI Plus Program.
Staff Management	
Provide direction to staff.	Responsibilities are delegated to staff in line with their experience and capacity.
	Staff are empowered to take responsibility for their own roles in accordance with policy and procedures.
	Employee contribution is encouraged to promote efficiency and job satisfaction.

	Transparent communication is provided so staff are appropriately informed of organisational needs and goals from management meetings.
Recruit and interview new staff.	In collaboration with Human Resources, advertising recruitment and interviews are carried out.
Provide training and performance support to staff with HR support.	Orientation is provided to all new staff.
	Staff appraisals are coordinated and conducted in a timely manner.
	Career development planning and training needs are assessed and requested are considered in line with budget constraints.
Approve timesheets and process staff leave.	All staff leave is correctly recorded and accounted for in the payroll system.
	Annual leave and unplanned absences are managed and task are reassigned as appropriate.
General	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directive a twosites and compliance with any pandemic directives and protocols.
	Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator.
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and safety and that of others who may be affected by your conduct.	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.
Be compliant with codes, guidelines, policies, procedures, confidentiality requirements, legislation and Standards and proactively engage with Buttery continuous quality improvement.	Codes, guidelines, policies, procedures, confidentiality requirements, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported.
	All mandatory training programs and team meetings are attended.
	There is mandatory reporting of any suspected incidents of child abuse.
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	Interactions with colleagues, participants and stakeholders are undertaken in a courteous manner.
	Cultural and linguistic diversity is taken into consideration.
	There is positive feedback from others regarding your interactions.
Other duties relevant to the role as requested by the Program Manager.	

Selection criteria

Qualifications and checks

- Bachelor of Occupational Therapy and a current registration with AHPRA
- Current and valid Driver's Licence
- A satisfactory Criminal Record Check and Working with Children Check
- Current COVID vaccination and current First Aid certificate

Professional skills and experience

- Demonstrated 3 years experience of current occupational therapy practices ideally regarding comorbidity of MH and physical health
- Demonstrated knowledge of occupational therapy methods of assessment, treatment and evaluation
- Experience in group development and facilitation
- Established networks and relationships with a range of services in the local area
- Demonstrated high proficiency using the Microsoft suite, a variety of databases and video conferencing applications
- Demonstrated experience and knowledge of NDIS systems and processes
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

Interpersonal skills

- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of resilience to fulfil the demands of the role
- Self-reflective with the ability to review own work practices and maintain boundaries

Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment.

I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature _____

Name _____ Date _____