

## Job Description

### Occupational Therapist Community

### Rural, Family and Community Health Services

<b>Position Title:</b>	Occupational Therapist
<b>Organisation Unit:</b>	Community Allied Health
<b>Location:</b>	Whangarei, Te Whatu Ora, Te Tai Tokerau
<b>Responsible to:</b>	Allied Health Manager, Community Allied Health, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	To provide Occupational Therapy which promotes independence, safety and wellbeing to patients in the Community

### Functional Relationships

The Community Occupational Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Managers Allied Health</li> <li>• Service Manager</li> <li>• Clinical &amp; Professional Leads</li> <li>• Physiotherapy assistants/ Allied Health assistants</li> <li>• Nursing, medical and auxiliary staff</li> <li>• Allied Health Professionals</li> <li>• Medical Staff</li> <li>• Ward 15</li> <li>• Te Poutokomanawa</li> <li>• District Hospital Staff</li> <li>• Safety &amp; Quality Facilitator</li> <li>• Director of Allied HealthAlliance</li> <li>• Regional Operations Managers</li> <li>• Clinical Centre Leader AUT</li> </ul>	<ul style="list-style-type: none"> <li>• Patients/Whanau/Family</li> <li>• Relevant health, disability and social services</li> <li>• PHO's</li> <li>• NGO's</li> <li>• Maori Health Providers</li> <li>• Community Groups</li> <li>• Staff from other DHB's</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Community Occupational Therapist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Demonstrate excellent clinical practice
- Professional Practice
- Contribution to Clinical and Occupational Therapy
- Professional Development
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora, Te Tai Tokerau Te Tiriti o Waitangi Training</li> </ul>
Demonstrate excellent clinical practice	<ul style="list-style-type: none"> <li>• Practice follows Te Whatu Ora Te Tai Tokerau Occupational Therapy clinical guidelines, standards and priorities</li> <li>• Practice takes into consideration the individual's physical, environmental, occupational. Cognitive, emotional, family and cultural needs.</li> <li>• Practice follows occupational therapy process</li> <li>• Practice reflects active partnership with clients/whanau</li> <li>• Clinical notes reflect therapeutic process and meets documentation standards</li> <li>• Patient/whanau/carer is provided with adequate, appropriate information to make informed decisions, understands occupational therapy input and criteria related to provision and non-provision of service</li> <li>• Assists with other therapists caseloads as necessary to continue provision of occupational therapy services during staff absences or vacancies</li> <li>• Maintain effective communication with patients, families and team members</li> <li>• Maintain current knowledge of best practice including appropriate use of equipment and treatment resources</li> <li>• Efficient time management and prioritization skills</li> </ul>

Key Responsibility Area	Expected Outcomes
Professional Practice	<ul style="list-style-type: none"> <li>• Adheres to professional ethics and standards and legislative requirements.</li> <li>• Adheres to Te Whatu Ora, Te Tai Tokerau policies protocols and values.</li> <li>• Prioritises and manage time effectively, achieving balance of clinical, administrative, service and professional elements</li> <li>• Work with other occupational therapists to develop, maintain and review professional guidelines, standards, policies and resources</li> <li>• Contributes to opportunities for occupational therapy students on placement in the community</li> <li>• Maintains annual practicing certificate</li> <li>• Contributes to the In-service programme with review of current literature</li> <li>• Contributes to the Quality Improvement Programme</li> <li>• Maintains a CPD log, which demonstrates ongoing training in the relevant area of expertise</li> <li>• Belongs to a special interest group or provides evidence of networking related to clinical practice</li> <li>• Participates in external peer review</li> <li>• Understands and applies the Patient Code of Rights, the</li> </ul>
Contribution to Clinical and occupational therapy teams	<ul style="list-style-type: none"> <li>• Foster effective workplace interpersonal relationships within the community teams</li> <li>• Communicate effectively with manager and colleagues</li> <li>• Undertake administrative and other tasks as required to facilitate the smooth running of the community team</li> <li>• Provide support coaching and advise to other therapists in area of own clinical expertise</li> <li>• Participate in peer review and required audits</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>• Take responsibility for knowledge and skill development to achieve best practice relevant to current employment</li> <li>• Attend training opportunities as agreed with your manager and share learnings with colleagues</li> <li>• Complete Te Whatu Ora Te Tai Tokerau required training and compliance activities</li> <li>• Undertake regular reflection on own practice through supervision, peer review, discussion, performance appraisals and audits</li> <li>• Services are provided to the expected standard as stated in the</li> </ul>

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> <li>• Ensure compliance with designated responsibilities detailed in Te Whatu Ora, Te Tai Tokerau Health and Safety Policy and annual objectives</li> <li>• Promote an environment of physical, occupational, cultural, ethical and legal safety</li> <li>• Participate in the organisation's Health and Safety Management training programme.</li> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods;</li> <li>• The use of safety equipment;</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified Occupational Therapist</li> <li>• Registration with the Occupational Therapy Board of New Zealand</li> <li>• Current annual practicing certificate</li> <li>• Postgraduate qualification in a relevant area of expertise</li> <li>• Full NZ Driver's license</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of OTNZ – WNA</li> <li>• Enable accredited assessor</li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Minimum 2 years post registration experience</li> <li>• Well-developed written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Community Occupational therapy experience</li> <li>• Clinical experience across a range of sub-specialities</li> </ul>

<ul style="list-style-type: none"> <li>• Proven commitment to achievement</li> <li>• Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited Assessor with <ul style="list-style-type: none"> <li>-Accessible</li> <li>-Wheelchair &amp; Seating level 1</li> <li>-Basic and complex housing modifications</li> </ul> </li> </ul>
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**Awareness and Understanding of**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi and its application to the health setting</li> <li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li> <li>• Health and Safety at Work in Employment Act 2015</li> </ul>	<ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi and its application to the health setting</li> <li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li> <li>• Health and Safety at Work Act 2015</li> <li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li> <li>• New Zealand Council of Healthcare Standards</li> </ul>

**Skills & Personal Attributes**

<b>Skills</b>
<ul style="list-style-type: none"> <li>• Commitment to a quality service</li> <li>• Sensitivity to cultural issues</li> <li>• Ability to work independently and as part of a team</li> <li>• Excellent communication skills</li> <li>• Experience in problem solving, priority setting and planning</li> <li>• Ability to critique research and use it to underpin practice decisions</li> </ul>

<b>Personal Attributes</b>
<ul style="list-style-type: none"> <li>• Customer Focused</li> <li>• Self-motivated and enthusiastic</li> <li>• The ability to work autonomously and be an effective team member</li> <li>• Ability to demonstrate effective and timely decision making / problem solving techniques</li> <li>• Sets high personal standards and strives towards achieving goals</li> </ul>

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: Delwynne Sheppard  
Service Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_