# Position description

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| **Title:** | Occupational Therapist - Street 2 Home |
| **Business Unit:** | Assertive Outreach – Street 2 Home, Specialist Housing Team |
| **Location:** | 105 Dana Street, Ballarat Victoria, 3350 |
| **Employment type:** | Part Time, Maximum Term ending 30 August 2019 (0.8 EFT) |
| **Reports to:** | Coordinator Street 2 Home – Assertive Outreach Program |

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice
**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

The Occupational Therapist is responsible for quality community-based services to individuals and groups within our community. This role includes home, outreach and centre based assessment, focusing on living skills training and management of clients with a wide range of complex issues, such as medical conditions, disabilities, mental health and Alcohol and Drug taking behaviours. Liaison with the greater Street 2 Home team and external organisations for a comprehensive and effective follow up for consumers is a key part of this role.

The Occupational Therapist will work within a specialised housing Support and Assertive Outreach Team to provide a holistic, client centred approach and coordinated response plans. Using a strengths-based approach, the OT will collaborate with clients, workers and other service providers to develop meaningful care plans. This includes a focus on educating and empowering clients to adopt self-management strategies to improve their health which is underpinned by health literacy principles.

## Scope

**Budget:**
- Nil

**People:**
- Nil

## Relationships:

**Internal:**

- Street 2 Home Team, IAP workers, Housing Ready worker, other relevant internal staff

**External:**

- Clients, and if applicable – families (Direct care provision and service feedback)
- Catchment-based Intake/Assessment and other AOD treatment services
- Catchment-based harm reduction services (Liaison - developing partnerships, client pathways and innovative practice)
- DHHS (central, regional)
- Ballarat Health Services

## Key responsibility areas

**Service delivery**

- Undertake client assessments, provision of information, brief interventions, and care work for clients with complex needs.
- Provide a high quality and flexible occupational Therapy service to clients who are in the housing model in accordance with program expectations.
- Offer intensive case management to clients in a home based setting.
- Assist in the creation and maintenance of a stable living environment for those with complex needs.
- Develop individual treatment plans with each client to address issues that can be created and exacerbated through the combination of substance use, physical and mental health disorders, and homelessness.
- Improve the quality of life for people with complex, concurrent conditions.
- Assist clients in the housing program transition to permanent housing in accordance with DHHS requirements, and provide appropriate support following transition
- Provide timely services across a range of funding sources mainly through NDIS and HACC.
- Liaise with a range of stakeholders to ensure comprehensive and effective client management including purchase of equipment.
- Provide a welcoming approach where clients are able to learn about a range of matters and engage in self-management.
- Participate in multi-disciplinary coordinated activities to meet the needs of the target group.
- Refer, consult and liaise with staff within the team and greater organisation and other local agencies to ensure a holistic multi-disciplinary approach to client needs.
- Incorporate health education into direct care contact using health literacy principles.
- Maintain the required caseload and meet associated agency and funding body administrative and reporting requirements (record keeping, statistical data entry, timely reporting).
- Take responsibility for program delivery quality and target achievement in accordance with established program policies and procedures, agency expectations, and funding guidelines.
- Take responsibility for addressing professional development needs (induction, training, supervision and support).
- Develop networks and referral pathways with other service providers.
- Other duties as required.

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| **Quality and Risk** | • Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation<br>• Contribute to a legislative compliance culture throughout the program by ensuring familiarity and adherence to relevant laws, regulations, industry codes and policies/procedures that may impact on day-to-day activities. Reporting breaches and incidents to the Responsible Officer and/or other Officers as necessary.<br>• Participate in and contribute to quality student participation and related tasks to support Occupational Therapy student placement and professional skill development.<br>• Perform other duties consistent with the aims and objectives of Uniting as directed by the program coordinator. |
| **People Management** | • Contribute to the monitoring, evaluation and reporting on the overall performance of the program.<br>• Contribute to the development of appropriate operational manuals, policies and procedures of the Street 2 Home Program.<br>• Promote collaborative teamwork within the Overdose Response team and across partner agencies.<br>• Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by Uniting and attend relevant training as required.<br>• Support the student placement program and supervise students as requested. |
| **Administration** | • Ensure adequate program records are maintained according to legislative and DHHS funding requirements.<br>• Ensure the maintenance of up to date progress notes, case files and data entry across teams and they are kept in a confidential manner.<br>• Ensure accurate and up to date records are kept regarding operational activity i.e.: timesheets, meeting minutes, supervision records etc.<br>• Assist in the preparation and writing of relevant reports.<br>• Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation<br>• Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.<br>• Undertake other duties as required by the Street 2 Home Coordinator. |
| **Personal accountability** | • Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.<br>• Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.<br>• Ensure appropriate use of resources.<br>• Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.<br>• Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. |

- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management

## Person specification

**Qualifications**

- Tertiary qualification in Occupation Therapy
- Registered as an Occupational Therapist with AHPRA

**Experience**

- Demonstrated case management experience with the ability to coordinate cases for marginalised individuals with complex issues.

**Core selection criteria**

- **Values alignment**: ability to demonstrate and authentically promote Uniting's values
- Good understanding of homelessness and rough sleepers and key factors that attribute to homelessness.
- Willingness to provide assertive outreach in a homeless (squats and rough sleeping) setting.
- Proven ability to engage clients with complex needs with skill, empathy and non-discriminatory service provision and coordinate case management.
- Excellence in the delivery of community based Occupational Therapy services.
- Current registration of the Australian Health Professionals Regulation Agency as an Occupational Therapist, or eligible to register
- Knowledge and skills in program planning, implementation and evaluation or an enthusiasm to learn.
- Sound assessment skills and experience providing Individual Treatment Plans.
- An understanding of, and commitment to, harm minimization policy and practice.
- Knowledge of local resources and services with the ability to network and relate well to internal and external stakeholders.
- A high level of administrative and computer literacy and efficiency working with various software.
- Unrestricted Victorian driver license

## We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

# Position description

## Occupational Therapist Street 2 Home

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

| | Employee | Manager |
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| Name: | | |
| Signature: | | |
| Date: | | |