

# JOB DESCRIPTION

## *Occupational Therapist Far North Mental Health & Addictions Service*

<b>Position Title:</b>	Occupational Therapist
<b>Organisation Unit:</b>	Far North Mental Health & Addictions Service
<b>Location:</b>	Kaitaia, Northland District Health Board
<b>Responsible to:</b>	Team Leader - Mental Health & Addictions Service, Service Manager - Mental Health & Addictions Service, Northland District Health Board
<b>Primary Functions of the Position:</b>	<p>To provide a quality occupational therapy service to inpatients, outpatients and community clients, which best meets their needs, promoting independence, safety, self determination, individual and family well being.</p> <p>To provide occupational therapy which supports rehabilitation and recovery within a multidisciplinary team.</p> <p>To work collaboratively with team members to achieve integrated outcomes for clients/consumers.</p>

## *Functional Relationships*

The Occupational Therapist will develop and maintain excellent relationships with:

<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"><li>• Charge OT</li><li>• Ward Staff &amp; visiting Specialists</li><li>• Members of Multi-disciplinary team</li><li>• Professional Leader(s)</li><li>• OT Mental Health Professional Leader</li><li>• Occupational Therapists of Northland District Health Board</li><li>• Professional bodies and associations</li></ul>	<ul style="list-style-type: none"><li>• Client / Carer / Whanau / significant others</li><li>• Iwi and Hapu, Hauora Moari providers</li><li>• Funding agencies and equipment suppliers</li><li>• Non-Government Organisations</li><li>• Community Health Professionals and Agencies</li></ul>



## Key Responsibilities and Expected Outcomes

Northland District Health Board 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 NDHB:

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 aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

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

- Te Tiriti o Waitangi
- To provide a quality effective occupational therapy service for Kaitiāia hospital and surrounding communities which assists each individual to achieve their potential in occupational performance
- To promote health & wellness
- To participate as an active member of the multi-disciplinary team to help facilitate safe and effective outcomes for clients in the community.
- Health and Safety
- Privacy and Confidentiality

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

Key Responsibility Area	Expected Outcomes
<b>Te Tiriti o Waitangi</b>	<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 Northland District Health Board Te Tiriti o Waitangi Training</li> </ul>

Key Responsibility Area	Expected Outcomes
<p><i>Promotes a high standard of professional Occupational Therapy practice.</i></p> <p><i>Provide an occupational therapy service, which supports client/consumer's recovery from mental and physical illness, through assisting them to develop and maintain a satisfactory level of performance in their usual occupations. In accordance with individual client goals.</i></p>	<ul style="list-style-type: none"> <li>• Prioritises and manages time effectively achieving balance of clinical, administrative services and professional elements – the position is at least 85% clinical.</li> <li>• Client records meet documentation standard, reflect the OT process, functional assessment findings, client involvement, goal(s), plan(s), action taken and outcomes.</li> <li>• The OT process is followed, individuals' needs are met and liaison with client / carers / whanau / other team members / other agencies involved in client treatment occurs.</li> <li>• Intervention maintains or facilitates development of client's occupational performance.</li> <li>• Client's sense of control, self-esteem and insight / knowledge of illness / disability are enhanced.</li> <li>• Maintains current knowledge of equipment / treatment resources and their appropriate application; and up to date knowledge and skills are used when providing care</li> <li>• Maintains own practice in accordance with Professional regulations; Code of Ethics, Northland Health and other legislative requirements, including Health and Safety, and Quality</li> <li>• Attends and contributes to clinical meetings to ensure the views / needs of the client / whanau are known</li> <li>• Liaison with other professionals / agencies as needed to ensure client goals / needs are addressed</li> <li>• Develop, monitor and maintain the implementation and evaluation of occupational therapy service in accordance with Mental Health Services protocols and policies.</li> <li>• Ensure the assessment and on-going assessment of clients within the service, collecting comprehensive data from all relevant sources.</li> <li>• In consultation with clients, develop and support them in working towards individual recovery/rehabilitation goals.</li> <li>• Provide individualised or group occupational therapy intervention with identified clients.</li> <li>• Formulate and document an individual client plan, reflecting client goals and needs, which is maintained and up-dated regularly.</li> <li>• Participate in the multi-disciplinary approach to clients.</li> <li>• Incorporate the cultural needs of Tangata Whenua and other appropriate groups when delivering programmes.</li> <li>• Equipment and supplies are used safely and economically.</li> <li>• Co-ordinate and support the client to utilise resources in the community.</li> </ul>



Key Responsibility Area	Expected Outcomes
<p><i>Demonstrate individual responsibility and accountability for own work.</i></p>	<ul style="list-style-type: none"> <li>• Assist in the maintenance of the environment that is therapeutic, positive and conducive to appropriate interactions using appropriate skills and knowledge</li> <li>• Supervise clients in a safe manner and in accordance with Mental Health Services policies, protocols and procedures.</li> <li>• Be aware of environmental hazards, potentially unsafe situations, take appropriate action and report these to the Team Leader</li> <li>• Accept constructive comment and endeavour to make relevant change</li> <li>• Conduct self in a responsible and professional manner.</li> <li>• Attend meetings which relate to the improvement of service quality, communication and the care clients within the multidisciplinary team</li> <li>• Liaise with Charge OT on a regular basis. Ensure all documentation and processes are clear and meet legislative, HHS and Ministry of Health requirements.</li> <li>• Maintain confidentiality of the client group as per Northland Health policy.</li> <li>• Ensure that all concerns, complaints and issues are brought to the attention of the Charge OT in a timely and effective manner in accordance with Service policies and procedures.</li> </ul> <p>Regularly attend Mental Health Occupational Therapy forums and in-services</p>
<p><i>Contributes positively to the effective functioning of the Occupational Therapy Department</i></p>	<ul style="list-style-type: none"> <li>• Statistical data is completed in a timely manner, as per defined standards</li> <li>• Establish effective lines of communication with individuals and groups to achieve service goals</li> <li>• Involvement in departmental meetings</li> </ul>
<p><i>Takes responsibility for own performance and relevant education</i></p>	<ul style="list-style-type: none"> <li>• Attend relevant in-service and conferences as per policy and approval of Charge OT; consult with OT P/L if related to mental health.</li> <li>• Seeks out knowledge and skill development opportunities to achieve best practice relevant to current employment / role.</li> <li>• Sets realistic, measurable goals for own performance and assumes responsibility for acquiring knowledge / experience to meet goals.</li> <li>• Regular supervision occurs, in line with NDHB and professional policy and protocols</li> <li>• Initiates performance appraisals with Charge OT as per Northland health policy.</li> <li>• Maintain HPCAA requirements in order to practice</li> <li>• Participate in ongoing training relevant to work area.</li> </ul>
<p><i>Quality Assurance</i></p>	<ul style="list-style-type: none"> <li>• Provide information for monitoring the service as required and participate in Quality activities within Mental Health and Addiction Services</li> </ul>



Key Responsibility Area	Expected Outcomes
<p><i>Health &amp; Safety</i></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with designated responsibilities detailed in Northland District Health Board’s 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>
<p><i>Privacy and Confidentiality</i></p>	<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 Northland DHB’s Privacy Policies and Procedures</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

- NZ Registered Occupational Therapist
- Current practicing certificate
- Driver's licence

#### Desirable

- NZAOT Membership
- Clinical Supervision Certificate
- Post Graduate learning
- MOH Specialised Assessor Accreditation in personal cares; Level 1 wheelchair, Basic Housing, Complex Housing

### Experience

#### Essential

- Experience working in a multi disciplinary team

#### Desirable

- Post graduate clinical experience
- with wide range of general physical conditions
- in assessment and recommendations of adaptive equipment, environment and lifestyle modifications
- Evidence of continuing educational development
- Experience working with clients who are experiencing mental health and addiction issues

### Awareness and Understanding of

#### Essential

- Te Tiriti o Waitangi and its application to the health setting
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety at Work Act 2015

#### Desirable

- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- New Zealand Council of Healthcare Standards

### Skills & Personal Attributes

#### Skills

- Able to work autonomously and harmoniously with other health professionals.
- Clear, concise recording and reporting which reflects the occupational therapy process.
- Sound knowledge of occupational therapy theory and principles of practise, able to assess clients' needs and take appropriate action.
- Demonstrated client-centred practise.
- Commitment to maintaining up to date relevant clinical and technical knowledge.
- Able to clearly identify the specific occupational therapist role within the team/service.
- Knows own limitations and takes appropriate action when limits are reached.

#### Personal Attributes

- Proven ability to communicate with and relate to a wide range of people and age groups
- Proven time management/priority setting skills, and problem solving ability.
- Physically able to meet requirements of the job, which includes lifting equipment, client transfers and assisted lifting.
- A commitment to working both culturally/ethically in order to promote the service.



## **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:**

**Signature:**

**Date:**

## **Acceptance**

Acceptance of the position implies acceptance of this position description.

**Position Title:**

**Signature of employee:**

**Date:**

