

POSITION DESCRIPTION

POSITION TITLE: Occupational Therapist – Residential

LOCATION: Residential sites across the Auckland region

REPORTS TO: Service Leader – Residential

HOURS OF WORK: 40 hours per week, Monday to Friday

DATE PREPARED: February 2010

PURPOSE:

Using the principles of client recovery and utilising community resources, actively supports clients to achieve their recovery goals by providing individual and group Occupational Therapy (OT) interventions.

KEY ACCOUNTABILITIES:	KEY PERFORMANCE INDICATORS:
1. Develops effective and approachable relationships with clients and their families, and continually strives to deliver high quality service.	Manages individual relationships and caseload effectively, as measured by staff and client feedback.
2. Provides consultation and works collaboratively with colleagues to deliver occupational therapy interventions to residential clients.	Measured by level of engagement with colleagues.
3. Ensures all client documentation and files are accurate, current and prepared in accordance with Affinity Services policies and procedures.	Client files are accurate and current with OT plans in place and being progressed.
4. Contributes professional OT input into service development across Affinity Services.	Provides occupational therapy input into policies, procedures and organisational processes as required, including proposals.
5. Establish positive working relations with GPs and other team members (team oriented organisational structure) and actively networks with community-based resource providers. Supports wellness activities in the community.	Measured by colleague feedback, community group feedback, involvement and participation at meetings.
6. Develops and facilitates recovery groups targeted to residential clients.	Seek clinical and client feedback re: suitability of groups to meet the needs of residential clients.

7. Actively promotes Occupational Therapy and develops and presents Affinity Occupational Therapy services to interested groups in the community in order to extend networks and relationships.	Participates in important industry groups or associations. Develops and undertakes presentations/education from an OT perspective. Presents a positive and professional image of Affinity Services to external groups.
8. Complies with all Affinity Services Ltd's policies and procedures.	All policies and procedures are complied with.
9. Identifies and acts on any potential risks, crises or issues associated with clients, service delivery, colleagues or with Affinity Services property.	Demonstrates risk awareness and plans to mitigate any potential problems and refers such risks/issues/crises to the Service Coordinator / Service Leader.
10. Actively participates in on-going training and development, supervision (individual & group), performance reviews, project meetings, etc.	Training and development, supervision, performance reviews and project work all planned and completed.

INTERNAL/EXTERNAL RELATIONSHIPS:

- Clients and their families/whanau
- Affinity Occupational Therapists
- Affinity Staff and Management
- Kaiarahi, Kaumatua, Kuia and the Kaupapa Maori Service
- Mental health providers, health providers and consumer groups
- Community groups and Government agencies including NGOs, CADs, GPs, etc
- Non-government organisation service providers
- Occupational Therapists and OT professional groups.

PERSON SPECIFICATION:

Knowledge

- Qualified and registered Occupational Therapist
- Occupational Therapy performance Standards and Code of Ethics
- Sound knowledge of and experience in community work
- Sound understanding of mental health
- Knowledge of recovery perspectives and the skills to work in a recovery focused way
- Knowledge of relevant mental health legislation including National Mental Health standards and the Mental Health Act
- Professor Charles Rapp Strengths Model
- Relevant agencies and services (e.g. employment, mental health social & recreation centres)
- Treaty of Waitangi and bi-culturalism.

Skills & Abilities

- Ability to develop occupational therapy programmes based on client's individual plans
- Skilled in engagement and rapport building with clients to empower and encourage
- Ability to provide support to clients and display patience and understanding
- Ability to work cohesively and effectively with other team members
- Has the skills to work autonomously
- Flexibility – ability to work with a varying client base recognising the unique circumstances of each individual
- Strong communication and negotiation skills to liaise with a wide range of staff and community agencies
- Administrative skills
- Time management skills.

Equipment used and/or technology skills etc.

- Sound computer skills including the use of e-mail, internet and Microsoft Office applications.
- Information database (training provided)
- Full, current driver's licence.

Experience

- Relevant Mental health and social work experience either through employment or student placement
- Community work experience.

ENVIRONMENT:

Affinity Services Limited is an NGO (non-Government organisation) providing mental health services to a range of clients in the community and in residential services.

This position is a regional position carried out across the residential services and involves the accessing and utilisation of the community resources available within the Auckland region.

