

Job Description

Occupational Therapist

Tumanako Inpatient Unit and He Manu Pae Sub Acute Unit, Mental Health and Addictions Services

Position Title:	Occupational Therapist
Organisation Unit:	Tumanko Inpatient Unit and He Manu Pae Sub Acute Unit, Mental Health and Addictions Services
Location:	Whangarei, Te Whatu Ora Te Tai Tokerau
Responsible to:	Clinical Nurse Manager, Tumanako Inpatient Unit, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> To develop and provide a high quality and effective Inpatient Occupational Therapy for Mental Health Service. To provide Occupational Therapy assessment and intervention as required for the clients in the Inpatient Service, and to support clients in their transition back to the community. To participate as an effective team member of the Mental Health Inpatient Services and the Mental Health Occupational Therapy team.

Functional Relationships

The Occupational Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> Allied Health Team Leader, Inpatient Unit Clinical Nurse Manager, Inpatient Unit Other Inpatient Service Occupational Therapy staff Mental Health Inpatient Service staff Psychiatrists Consumer Advisors 	<ul style="list-style-type: none"> Clients and family/whanau Non-Government Organisations Community Mental Health Services Community Agencies, Voluntary and Iwi groups

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
Tāngata i te tuatahi 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
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki 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
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga 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
- Service Delivery
- Clinical Practice
- Responsibility & Accountability
- Communication & Teamwork
- Quality Assurance
- 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"> • 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 Te Whatu Ora Te Tai Tokerau management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training
Service Delivery	<ul style="list-style-type: none"> • Develop, monitor and maintain the implementation and evaluation of Occupational Therapy programmes in accordance with Mental Health Services protocols and policies. • Ensure the assessment of clients within the Service, collecting comprehensive data from all relevant sources. • Formulate and document an individual client plan, reflecting client goals and needs, which is maintained and up-dated regularly. • Use communication skills to establish, maintain and terminate effective therapeutic relationships, environments and service. • Participate in the multi-disciplinary approach to clients, liaising regularly with the unit staff. • Observe and accurately report upon the clients well-being using appropriate methods. • Incorporate the cultural needs of Tangata Whenua and other appropriate groups when delivering programmes. • Equipment and supplies are used safely and economically. • Liaise with community mental health staff and support the client to utilise the most appropriate resources in the community.
Clinical Practice	<ul style="list-style-type: none"> • Attend and participate in the appropriate clinical unit meeting to receive referrals and contribute to client discharge plan. • Provide assessment and documentation for those clients referred, collecting comprehensive data from all relevant sources. • Develop goals with, and support clients in the transition back into the community, including referral to Rehabilitation Services as required.

Key Responsibility Area	Expected Outcomes
Responsibility and Accountability	<ul style="list-style-type: none"> Develop and maintain personal professional practice in accordance with professional standards, legislative requirements, policies and guidelines. Clinical supervision is undertaken on a regular basis, both team and individual supervision in accordance with Mental Health Service protocol on supervision. Participate in the performance management process annually, and this will involve the formulation of a personal work development plan which will be revised annually. In accordance with Service delivery priorities may develop special area of expertise consistent with own professional discipline and interests, and thereby act as a resource person for the service.
Communication and Teamwork	<ul style="list-style-type: none"> Participate in the development and delivery of culturally / ethically acceptable Mental Health Service. Attend and contribute to team meetings, i.e. de-briefing sessions, in-service education, quality improvement, occupational health and safety etc. Ensure that all concerns, complaints and issues are brought to the attention of the Occupation Therapy Professional Lead in a timely and effective manner in accordance with service policies and procedures.
Quality Assurance	<ul style="list-style-type: none"> Ensure all documentation and processes are clear and meet legislative, HHS and Ministry of health requirements. Attends meetings which relate to the improvement of service quality, communication and the care of clients within the Mental Health Service when appropriate. Provide information for monitoring the service as required.
Health & Safety	<ul style="list-style-type: none"> Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> 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 Complete mandatory induction training on Privacy responsibilities

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">Registered Occupational TherapistCurrent Drivers License	A commitment to further professional development

Experience

Essential	Desirable
	<ul style="list-style-type: none">Recent experience within a mental health setting.Understanding of the role of Occupational TherapyExperience assisting with the running of groups.

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">Te Tiriti o Waitangi and its application to the health settingPrivacy Act (2020) and Health Information Privacy Code (2020)Health and Safety at Work Act 2015	<ul style="list-style-type: none">Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)New Zealand Council of Healthcare StandardsAwareness of current trends in Mental Health services

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">Good communication and interpersonal skills, oral and written.Possesses appropriate attitudinal skills towards patient population and colleagues.Demonstrates the ability to work autonomously within a multi-disciplinary team

Personal Attributes
<ul style="list-style-type: none">A commitment to working both culturally / ethically in order to promote the service.The ability to work closely and harmoniously with others to achieve professional and service goals.

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: _____